

REGULATIONS OF THE COURSES OF POLISH

for the Students of:

- **1st and 2nd year, 1st Cycle Nursing Programme, English Division (WNoZ)**

conducted in the Department of Foreign Languages
The Faculty of Medical Sciences in Zabrze
The Medical University of Silesia (SUM)
Academic year 2025/2026

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. 49/2025 issued by the Senate of the Medical University of Silesia in Katowice on 16 July 2025, and the present Regulations.

§1

Rules for participation in the classes

1. All the classes (seminars) are conducted according to the schedule established by the Department of Foreign Languages.
2. Classes are conducted in the form of synchronous remote learning (i.e. in real time) via the Microsoft Teams platform.
3. Participation in the classes is obligatory.
4. Students are obliged to attend the classes with the group they are assigned to at the beginning of the academic year or in accordance with the individual study plan approved by the Dean.
5. Students are required to log in to the classes on the MS Teams platform punctually, using exclusively their individual university email accounts.
6. 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 during the classes.
7. During the classes conducted with the use of distance learning methods and techniques, students are required, among other things, to:
 - comply with the oath and regulations applicable at SUM, to respect the dignity of all the participants of the teaching process, and to uphold the name and reputations of the University,
 - have a working camera and microphone and a stable internet connection,
 - actively participate throughout the entire meeting,
 - turn on their camera and microphone when answering questions.
8. During the classes, audiovisual recording is prohibited.
9. 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) is prohibited and will result in disciplinary action.
10. Students are obliged to notify the Dean of any violations of the regulations in force at the University.

§2

Rules for excusing and making up class absences

1. Any absence from a class must be excused according to §15 of the Academic Regulations of the Medical University of Silesia in Katowice.
2. Any missed class should be made up with another seminar group on a date agreed upon with the Course Coordinator or a person authorized by him/her.
3. Irrespective of the cause, in the case of each absence from a class, 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.

§3

Rules for the successful completion of the course

1. A prerequisite for the successful completion of the course is attendance at all scheduled seminars and successful completion of all colloquia (oral or written) verifying learning outcomes (with positive results).
2. All written colloquia and final tests finishing remotely conducted classes are held exclusively in the stationary form and take place at the University.
3. During colloquia and final tests, Students are strictly prohibited from bringing in or using electronic devices.
4. 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.
5. In the event of failing a colloquium, the Student has the right to retake it twice.
6. Should the Student fail both retake colloquia, they have the right to sit a colloquium (oral or written) that covers the entire material of the subject course.
7. The dates of the colloquia and final tests are set by the Head of the Department implementing the course.
8. The Student's absence at a written colloquium and/or final test as scheduled will result in the loss of the said attempt.
9. The Student who fails to complete the course successfully will not be allowed to take the final colloquium/test, and thus will receive an unsatisfactory grade.
10. Students have the right to attempt to complete the course before each retake of the final test/colloquium.

§4

Rules for the course credit

1. The final course credit for the first-cycle nursing (PIEL/IST/S) is a graded credit after the fourth semester.

In the Nursing programme, first-cycle studies, the final grade is based on the arithmetic mean of all partial grades from written colloquia, presentations, and oral exams obtained throughout the entire course, according to the following scale:

up to 2.60 - ndst (2.0)
2.61 -3.30 - dst (3.0)
3.31-3.60 - ddb (3.5)
3.61-4.30 - db (4.0)
4.31-4.60 - pdb (4.5)
4.61-5.0 - vdb (5.0)

2. The thematic scope of each final colloquium/test includes materials from the seminars and applicable literature in accordance with the syllabus.
3. The condition for taking the final test/colloquium in the course is to obtain a pass in the course.
4. The date of the final colloquium/test is set and announced to the Students in accordance with §19 of the Study Regulations at the Medical University of Silesia.
5. Students may take the final test/colloquium in only one course per day.
6. In the event of obtaining an unsatisfactory grade on the first attempt at the final test/colloquium, the Student is entitled to two test/colloquium retakes.
7. The final test/colloquium retake will be held in the same format as before.
8. Failure to complete the classes or unjustified absence of the Student at the final colloquium/test on the scheduled date is equivalent to receiving an unsatisfactory grade on that date.
9. The student should inform the Examiner immediately about the cause of not taking the final colloquium/test, no later than within 3 working days from the cessation of the cause of the absence.
10. During the final colloquium/test, the Student is strictly prohibited from contacting third parties in person or via electronic devices, or from using any support materials. Failure to comply with these rules constitutes grounds for termination of the final colloquium/test, which is equivalent to receiving a failing grade, in accordance with § 14 of the Study Regulations at the Medical University of Silesia.
11. The passing grade obtained on the final colloquium/test is final. Retaking the final colloquium/test to improve the passing grade is not permitted.

§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:
 - a. the Department Office: studium@sum.edu.pl
 - b. the Course Coordinator:
mgr Renata Sowińska-Mitas, e-mail: rsowinska-mitas@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 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 49/2025 of the Senate of the Medical University of Silesia in Katowice of 16 July 2025.**

§8

The mode and form of conducting classes, tests and examinations may change based on the current epidemic situation and Orders resulting from it issued by the Rector of the Silesian Medical University.

§9

The present Regulations come into force on 1 October 2025.