REGULATIONS OF THE COURSES OF POLISH

for the Students of:

- **1st and 2nd year, European Medical Programme, English Division (LANG/JM)**
- **1st year, International Medical Programme, English Division (LANG/JM)**

conducted in the Department of Foreign Languages
The Faculty of Medical Sciences in Katowice
The Medical University of Silesia (ŚUM)
Academic year 2026/2027

Head of the Department: dr n. o zdr. Marta Łęcka

The classes are conducted in accordance with the Academic Regulations of the Medical University of Silesia in Katowice (enclosure No. 1 to Ordinance 49/2025 of the Senate of the Medical University of Silesia in Katowice of 16 July 2025) and the present Regulations.

§1

Rules for participation in the classes

1. The classes (labs) are conducted according to the schedule established by the Dean.
2. In the European Programme, all the classes are conducted in person, with direct interaction. In the International Programme, a specific proportion of the classes take the form of asynchronous e-learning.
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 unless they are following an individual study plan approved by the Dean.
5. Students are required to come to the classes on time.
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, Students are required, among other things, to:
   - comply with the oath and regulations applicable at ŚUM, in particular to respect the dignity of all the participants of the teaching process, and to uphold the name and reputation of the University;
   - actively participate throughout the entire meeting.
8. The Students are required to get familiar with the material presented in the form of e-learning. Any written assignment should be submitted before the deadline specified by the Tutor.
9. During the classes, audiovisual recording is prohibited.
10. 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.
11. Students are required to notify the Dean of any violations of the University regulations.

§2

Rules for excusing and making up for class absences

1. Any absence from a class must be excused according to the Academic Regulations of the Medical University of Silesia in Katowice (§15).
2. Any missed class should be made up for with another group at a time agreed with the Head of the Department or an authorized person.
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 Head of the Department or an authorized person.

§3

Rules for the successful completion of the classes (subsequent semesters)

1. A prerequisite for the successful completion of the course is attendance at all scheduled classes and successful completion of all colloquia, oral or written, verifying learning outcomes (with positive results).
2. All written colloquia and final tests are only held in the stationary form and take place at the University.
3. During colloquia and final tests, Students are strictly prohibited from bringing in and 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 a Student fail both retake colloquia, they have the right to sit a credit colloquium (written) that covers the entire material of the subject course.
7. The dates of the colloquia are established by the Head of the Department teaching the course.
8. The Student's absence at a colloquium as scheduled will result in the loss of the said attempt.
9. In the case a Student fails to complete the course successfully (earn credits), they are not allowed to sit the examination on its primary date, and thus obtain an unsatisfactory grade at this attempt.
10. A Student has the right to attempt to earn course credits before each retake examination date.

§4

Rules for the successful completion of the course (final examination)

1. The Polish course is completed with a final examination after the number of semesters specified in the curriculum.
2. Students can only sit one course examination per day.
3. A prerequisite for taking the examination is successful completion of the classes.
4. The date of the examination is arranged in accordance with §19 of the ŚUM Academic Regulations.
5. Failure to complete the course or unexcused absence of a Student from the examination on a specified date is tantamount to obtaining 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 the form of a written test (traditional or electronic). The test consists of 50 closed-end questions (single choice test).
8. In accordance with the ŚUM Academic Regulations, in the case of test examinations credit is obtained when 65% of correct answers are achieved.

9. In the case of absence, Students should notify the examiner of the reason for not taking the examination immediately, no later than within 3 working days of the reason for their absence ceasing to exist.
10. The retake examination has the same form as the first attempt.
11. In the event of obtaining an unsatisfactory grade on the primary examination date, the Student is entitled to two retake examinations.
12. The first or second retake examination, upon written request of the Student or Examiner, may be a board examination. A board exam is of an extraordinary nature and cannot be treated as an extra examination attempt.
13. 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 is also prohibited. Instances of noncompliance will constitute the reason for discontinuation of the examination. According to §14 of the ŚUM Academic Regulations, this is tantamount to obtaining an unsatisfactory grade.
14. A positive grade in the examination is final. Retaking the exam in order to score a higher positive grade is unacceptable.

§5

Rules for consulting the Tutor

Consultation hours are held as planned in the schedule available on the Department website: http://studiumkatowice.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: studiumkatowice@sum.edu.pl
   b. the Course Coordinator: jmisiarz@sum.edu.pl
2. Electronic correspondence with the ŚUM 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

Any disputes and issues not covered by the present Regulations will be resolved according to the ŚUM Academic Regulations in force, enclosure No. 1 to **Ordinance 49/2025 of the Senate of the Medical University of Silesia in Katowice of 19 July 2025**.

§8

The present Regulations come into force on 1 October 2026.

Marta Łęcka
Elektronicznie podpisany przez Marta Łęcka
Data: 2026.10.01 13:17:43 +02'00'

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Signature of the Head of the Department

KIEROWNIK DZIEKANATU
Wydziału Nauk Medycznych w Katowicach
Śląskiego Uniwersytetu Medycznego w Katowicach
mgr Aleksandra Pilar

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Signature of the Dean