

# **REGULATIONS OF THE CENTRE FOR FOREIGN LANGUAGE TEACHING MEDICAL UNIVERSITY OF ŁÓDŹ**

Applicable to full-time and part-time students attending foreign language courses

**ACADEMIC YEAR 2025–2026**

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## **RIGHTS AND OBLIGATIONS OF STUDENTS**

1. The student's obligations include, in particular, making full use of the educational opportunities offered by the Medical University, complying with the regulations in force at the University, and acting in accordance with the oath and the Regulations.
2. A student has the right to participate in all forms of didactic classes, including those conducted using distance learning methods and techniques, in a manner enabling the student to obtain the number of ECTS credits required for passing the semester.
3. Didactic classes may be conducted:
  - 1) on site (in person),
  - 2) using distance learning methods and techniques.
4. The principles for conducting classes using distance learning methods and techniques are determined by the Rector.
5. Participation in all forms of didactic classes is compulsory.
6. Unless otherwise provided by the curriculum, each student of the Medical University has the right to attend classes in one modern foreign language in the number of hours specified in the curricula approved by the councils of the respective Faculties.
7. Unless otherwise provided by the curriculum of a given Faculty, the student declares the choice of one foreign language as a continuation of the language studied in secondary school. The choice includes English, German, French, and Russian.
8. The student is obliged to attend the chosen language course in the first week of studies, in accordance with the timetable of the dean's group to which they are assigned.
9. A student may transfer to another student group with the written consent of the Vice-Dean. The transfer is recorded in ESOS (the electronic student service system). Transfer to a language course other than the one declared may take place in exceptional cases, with the consent of the Head of the Centre for Foreign Language Teaching (CNJO), provided the organization of the student's dean's group allows it.
10. Students of the Medical University have the right to use the teaching aids available in CNJO.
11. Students bear responsibility for undertaking unlawful activities on the University premises using information technology tools. In particular, the following are prohibited:
  - 1) installing unlicensed software on University-owned computers;
  - 2) downloading or sharing materials protected by copyright or prohibited by law;
  - 3) publishing opinions that infringe the personal dignity of others, including content prohibited by law;
  - 4) attempting unauthorized access to protected resources of the University or other entities;
  - 5) destroying or exposing University-owned computer equipment to damage.
12. Students have the right to consult lecturers outside scheduled class hours during consultation hours set each semester.

13. Students have the right to evaluate lecturers via electronic surveys available in the information system panel, as well as to express opinions regarding the conditions of education.
14. Students have the right to receive teaching materials, multimedia presentations necessary for preparation for assessments and examinations covered by their course of study, in the language in which the course is taught, via ESOS.
15. A student studying under the ITS (Individual Study Programme) has the right to:
  - 1) attend didactic classes provided for in the study plan with a selected student group, on individually agreed dates, following arrangements with the course coordinator no later than 5 working days before the start of the classes;
  - 2) obtain course credits and take examinations on individually agreed dates with the course coordinator, including outside the examination session, but no later than by the end of the academic year.
16. Before or during the first class, the course coordinator or the academic teacher conducting the classes is obliged to familiarize students with the course syllabus, specifying in particular:
  - 1) the rules for conducting classes,
  - 2) the teaching content,
  - 3) the mode and conditions for passing the course, including rules and criteria for grading,
  - 4) the mode and conditions for making up missed classes,
  - 5) prerequisite and additional requirements,
  - 6) a list of required and supplementary literature,
  - 7) consultation hours adapted to the form of study and level of education.
17. In the event of disputes, the student may request resolution of the issue from the Director of CNJO.
18. While attending language classes, the student is obliged to:
  - 1) acquire knowledge, skills, and social competences as specified in the curriculum,
  - 2) actively participate in classes in a way that enables the student to obtain the number of ECTS credits required to complete the semester according to the study plan,
  - 3) comply with deadlines related to the course of study, winter and summer sessions, and sit examinations and assessments after fulfilling the conditions required by course regulations,
  - 4) comply with the regulations in force at the Medical University,
  - 5) show respect to University staff and observe principles of collegial conduct,
  - 6) uphold the dignity of a student and the good name of the Medical University,
  - 7) respect University property,
  - 8) observe the Student Code of Ethics,
  - 9) take all examinations and assessments honestly and independently, and respect intellectual property rights, including copyrights protecting electronic and printed publications (e.g., theses, scientific papers, scripts, teaching materials provided by academic teachers),
  - 10) regularly use the individual University e-mail account.
19. For conduct inconsistent with the dignity of a student or violating the regulations of the Medical University, the student is liable before the Rector and the disciplinary committee.
20. A student bears financial responsibility for any loss, destruction, or damage of University property caused by them.
21. Students are obliged to comply with safety regulations, in particular, they are prohibited from bringing onto University premises any items deemed dangerous under generally applicable laws.

## REGULATIONS FOR CLASSES

### Absence from classes

22. During a given semester, a student may be absent from classes three times, provided that each absence is duly justified.
23. Two of the absences referred to in §22 must be made up under the rules specified in §24.
24. In order to make up missed classes, as referred to in §23, the student is obliged to:
  - 1) prepare a multimedia presentation consisting of five slides,
  - 2) present the presentation during class, at a time specified by the lecturer,
  - 3) select the topic of the presentation from a list prepared and provided by the lecturer,
  - 4) avoid repeating topics already chosen by other students,
  - 5) deliver the presentation for approximately 8 minutes,
  - 6) note that such a presentation is not graded according to the standard grading scale; after the presentation, the lecturer makes a positive or negative decision on whether the absence may be considered made up,
  - 7) in language courses at level A1 or A2 (according to CEFR), an alternative oral task may be permitted.
25. If a student exceeds the number of absences specified in §22 in a given semester, they shall not be admitted to the final examination in the subject.
26. Students of the Ministry of National Defence who are absent due to military service are required to submit a certificate issued by their superior. Such absences shall not be counted towards the absences referred to in §22.
27. Students are required to participate in didactic classes included in the study plan and curriculum which require the direct involvement of an academic teacher.
28. The method of verifying student attendance is determined by the lecturer. Electronic verification of attendance may be applied.
29. Due to the specific organization of classes, making up sessions with another group is not permitted.
30. Absence from classes must be justified by submitting the original of a medical certificate of temporary incapacity to participate in classes, or – in justified cases – another written excuse, no later than within 5 working days from the date the circumstances causing the absence ceased.
31. A student on medical leave may not participate in classes, professional placements, assessments, or examinations.
32. Absence from classes may result in a student not receiving credit if the deficiencies caused by absence are not remedied in consultation with the lecturer, according to rules agreed upon with them.
33. The original paper version of a medical certificate must be delivered to the lecturer without delay.
34. A medical certificate justifying absence must contain all of the following:
  - 1) date of issue,
  - 2) physician's name,
  - 3) physician's stamp confirming qualifications and specialization,
  - 4) professional license number,
  - 5) handwritten signature,
  - 6) student's name,
  - 7) student's PESEL number or passport number (if no PESEL is assigned),
  - 8) validity period of the certificate,

- 9) purpose of the exemption.
35. Absence shall not be excused if the student fails to present the original medical certificate or other written justification to the Dean's Office, and the document is not entered into ESOS.
36. In particularly justified cases, it is permissible to send a scan or photograph of the medical certificate to the lecturer by e-mail.
37. The course coordinator or lecturer may request to see the original medical certificate.
38. Absence will not be excused if the student fails to present the original certificate when requested.
39. Absences from classes are excused and do not require making up if the student:
- 1) participates in meetings of collegial bodies, councils, or committees at the University,
  - 2) while studying under an ITS (Individual Study Programme), is on a student research leave,
  - 3) represents the University in sports competitions, artistic contests, symposia, conferences, etc.,
  - 4) participates in ceremonies as a member of the University's flag-bearing party,
  - 5) participates in organizational work conducted for the benefit of the University,
  - 6) assists a student with a disability, enabling them to attend classes,
  - 7) performs mandatory military service duty, e.g. 24-hour internal or garrison service, according to separate provisions (applies only to students within the Ministry of Defence quota).
39. Professional placements are not grounds for exemption from classes or mid-semester tests. However, the lecturer may establish an individual plan for passing the subject, provided that confirmation of the placement is submitted by the organizing institution.
40. The possibility and method of making up deficiencies resulting from absences are determined by the lecturer in consultation with the Director of CNJO.
41. Conditions for implementing the didactic process specified in these Regulations may be adapted for students with disabilities or chronic illnesses, in accordance with Annex 1 to the Regulations of Studies.
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## **RULES FOR COURSE COMPLETION**

42. The period for awarding credit for didactic classes is the semester, except in the case of classes realized under an ITS, where the credit period is the academic year.
43. The method of passing a language course is determined by the lecturer in consultation with the course coordinator – the Director of CNJO. Responsibility for conducting credits and examinations lies with the course coordinator.
44. Credits and examinations may take the form of:
- 1) oral or written,
  - 2) distance learning using appropriate methods and techniques,
  - 3) traditional written tests or oral examinations with the lecturer.
45. The procedures for conducting credits/examinations via distance learning are regulated by an annex to these Regulations.
46. A student taking an examination or assessment is obliged, upon request, to present proof of identity.
47. Before admission to an assessment or examination, it may be verified whether the student is carrying any electronic device enabling unauthorized assistance. A student who refuses to relinquish such a device shall not be admitted to the assessment or examination, which results in a failing grade.

48. If, during an assessment or examination, a student is found to be:

- 1) working dishonestly, including consulting with outsiders or other examinees,
- 2) making unauthorized use of study aids,
- 3) persistently or grossly disturbing order,
- 4) possessing or using electronic devices enabling communication, image or sound recording, or data transmission (e.g. mobile phones, smartphones, tablets, smartwatches),  
– the academic teacher is obliged to interrupt the assessment or examination, order the student to leave the room, and assign a failing grade. This is entered into ESOS, recorded in the course protocol, and reported to the Vice-Dean for Student Affairs.

49. In the case of the final examination, after such misconduct has been established, the student has the right to appeal to the Director of CNJO, who issues a ruling. If the appeal is upheld, the Director restores the student's lost examination opportunities.
50. In the case of a mid-semester test, assessment, or semester test, after such misconduct has been established, the academic teacher is obliged to submit a request to the Rector for disciplinary action.
51. Semester assessments and examinations are held on dates approved by the Faculty Didactic Council, in accordance with the academic calendar, i.e. during the examination session. Assessments may be conducted before the session upon request of the students, but only with the confirmed consent of all students concerned and the Dean's approval.
52. A student who has submitted short-term medical certificates three times excusing absence from each form of knowledge verification in a subject may be referred to a medical commission to assess their health status and ability to continue education. The decision to refer the student lies with the Vice-Dean, upon request of the course coordinator.
53. The University alone has the right to record sound or sound-and-image during assessments and examinations.
54. Depending on the programme, foreign language courses may conclude with a graded assessment or an examination.
55. Credits and examinations serve to verify learning outcomes, i.e. knowledge, skills, and social competences acquired during the educational process.
56. After semesters I, II, and III, a written test verifying the mastery of required material is conducted as a condition for passing the semester.
57. Admission to the semester test requires passing mid-semester tests, regular attendance, and active participation in classes.
58. Unless otherwise specified by the Faculty programme, a foreign language course concludes with a final examination after the fourth semester (end of the second year of study).
59. The written semester test is scored out of 70 points, while the final examination is scored out of 100 points.
60. At the beginning of the academic year in which the final examination applies, the lecturer must inform students of the material scope, requirements, and grading criteria. The final examination covers all material from all years of the course and consists of a written and oral component.
61. Admission to the final examination requires passing all semesters in accordance with the Regulations.
62. A student wishing to transfer their grade from the ACERT examination (a nationwide academic certificate confirming knowledge of general and specialized foreign language) must notify their lecturer in writing or electronically within 2 weeks of the announcement of ACERT results.
63. Semester tests and the written part of the final examination are graded as follows:
  - 60%–68% – satisfactory,
  - >68%–76% – fairly good,
  - >76%–84% – good,

- >84%–92% – more than good,
  - >92%–100% – very good.
64. Grades obtained from tests and examinations, including failing grades, must be entered into the electronic index (ESOS) within 5 working days.
  65. In the case of an incorrect entry in the electronic index, the student must report it to the course coordinator or the person responsible for the entry.
  66. The semester grade in a subject is entered into ESOS as the “final grade” after completion of classes in a given semester, even if the course extends over more than one semester.
  67. Students are obliged to check examination and assessment results entered into ESOS.
  68. Dates of examinations and assessments, including resits, must be scheduled so as not to conflict with didactic classes.
  69. Students have the right to sit for an assessment or the written part of an examination in three terms: the first and, if necessary, two resits.
  70. The second and third terms may be scheduled no earlier than 5 working days after the previous attempt, provided that the results of the prior attempt are announced at least 5 working days before the next date.
  71. If a student attends an assessment or examination while on medical leave, the assessment/examination is considered valid, and the grade obtained is entered into ESOS.
  72. Students eligible to sit for an assessment/examination in the first term may, with the Dean’s and course coordinator’s consent, take it earlier than the examination session in an individually arranged date.
  73. If a student is not admitted to an assessment/examination, the attempt is forfeited, and a failing grade is entered into ESOS.
  74. If the reasons for non-admission persist, the student forfeits subsequent attempts, receiving further failing grades.
  75. Admission to the oral part of the examination requires achieving at least a satisfactory grade on the written part. Oral examination dates are arranged individually with the lecturer.
  76. Students have the right to one resit of the oral part.
  77. Students have the right to retake a positive grade from the first attempt of an assessment/examination, but only once – in the second attempt – by submitting a request within 5 working days of the grade being entered into ESOS. The grade obtained in the second attempt replaces the previous one, even if lower.
  78. A student absent from an assessment/examination must, within 5 working days after the reason for absence ceases, submit to the course coordinator/lecturer the original medical certificate (including the “student health record book”) or, in justified cases, another written excuse. If accepted, another date is set.
  79. If no justification is submitted, or if another written excuse is deemed insufficient, the student receives a failing grade and loses one attempt.
  80. If a written excuse is deemed insufficient and a failing grade is assigned, the student may appeal to the Director of CNJO within 5 working days.
  81. In cases of prolonged illness or other emergencies, the course coordinator may allow examinations and assessments to be taken at individually scheduled dates, including outside the examination or resit sessions.
  82. In justified cases, the Vice-Dean may extend the resit session by no more than two months.
  83. The Vice-Dean may, upon student request, grant conditional enrollment for the next semester if the student has obtained at least 70% of the ECTS credits required by the study plan to pass the previous semester.
  84. A student with conditional enrollment must:
    - obtain credit or pass the examination in the outstanding subject within one month from the start of the semester of conditional enrollment, unless the Vice-Dean sets another deadline, no later than

one year from the conditional enrollment decision,

- note that only one attempt at credit or examination is allowed in such cases.

85. Written student work, whether on paper or in electronic form (including coursework, examinations, and tests), is kept by the course coordinator at least until the end of the following semester.
86. Students have the right to review their written work, in the presence of the lecturer, within 10 working days after receiving a grade.
87. CNJO applies the University's grading scale:

Very Good (5.0) – bdb

More than Good (4.5) – pdb

Good (4.0) – db

Fairly Good (3.5) – ddb

Satisfactory (3.0) – dst

Unsatisfactory (2.0) – ndst

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## **RULES FOR RECOGNITION OF CREDITS AND GRADES**

88. Courses completed by a student outside the Medical University, or in another organizational unit of the Medical University, may be recognized in place of courses required by the study plan and curriculum of the programme to which the student transfers, provided that the learning outcomes of these courses correspond.
89. A student repeating a semester due to failure in a course must attend all forms of classes offered within that course and obtain credit, unless the course coordinator or lecturer decides otherwise.
90. According to the Regulations of Studies at the Medical University of Łódź, §48 point 3, the decision to transfer achievements is made by the Vice-Dean upon the student's request submitted before the start of the academic year. An opinion from CNJO must be attached to the request.
91. The Vice-Dean, upon the student's request submitted before the start of the semester, decides on the recognition of courses or professional placements and the allocation of ECTS credits, after obtaining the possible opinion of the course coordinator and reviewing the student's documentation from another university (including foreign universities) or another programme at the Medical University.
92. In order to obtain an Opinion, students must follow the procedures set out in the Guide published on the CNJO website.
93. The lecturer responsible for the course must be promptly notified of the Vice-Dean's decision.

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## **POLISH LANGUAGE COURSES**

94. Students attending Polish language courses are subject to the same regulations.
  95. Students studying in English who hold a Polish language secondary school leaving examination certificate or a B1-level certificate issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language may apply for exemption from the Polish language course by submitting the relevant documents to the lecturer.
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**These Regulations have been prepared on the basis of the Regulations of Studies at the Medical University of Łódź introduced by Resolution No. 26/2024 of the Senate of the Medical University of Łódź of 25 April 2024.**

**In matters not regulated herein, the provisions of the Regulations of Studies at the Medical University of Łódź shall apply.**

**The Regulations shall enter into force on 1 October 2024.**