

## **REGULATIONS**

### **for full -time, evening and extra-mural students attending Foreign Language Course in the Foreign Language Teaching Centre of the Medical University of Łódź**

#### **RIGHTS AND OBLIGATIONS OF THE STUDENT**

1. Unless the curriculum provides otherwise, every student of the Medical University has the right to study one modern foreign language. The number of classes is stipulated in the curriculum, which is accepted by the Faculty Boards of the Medical University.
2. Unless the curriculum provides otherwise, at each faculty the student is obliged to continue studying the foreign language that he studied in the secondary school beforehand. He can choose one of the following languages: English, German, French and Russian.
3. When the level of the foreign language skills of the student appears to be much higher or much lower than the level of the skills of the language group which the student has enrolled in, the language teacher has the right to transfer the student to a different group but only in justified cases and with the prior consent and consultation of the teachers responsible for these two groups.
4. The student is obliged to attend the language class he has chosen according to the schedule in the first week of the academic year.
5. The student has the right to attend a language class different from the one previously chosen. However, it happens infrequently and with the consent given by both the language teachers and the Head of the Foreign Language Teaching Centre.
6. The student has the right to use teaching aids which are in the Foreign Language Teaching Centre. However, it is forbidden to take the aids outside the centre.
7. The student has the right to ask the language teacher for help, not only during language classes but also during the teacher's office hours which are arranged every semester.
8. At the beginning of the academic year students are informed by their language class teacher on the way of assessing their knowledge and the Regulations of the Foreign Language Teaching Centre of the Medical University of Łódź.
9. In any controversies the student has the right to ask the Head of the Foreign Language Teaching Centre to sort out the problem.
10. While attending the language classes the student is obliged to:
  - actively participate in the classes which are part of the curriculum
  - confirm his absence due to illness with a medical certificate as well as sick leave in the Student's Health Record (Książeczka Zdrowia Studenta).
  - abide by principles of the Medical University
  - show respect to the employees of the Medical University and observe the rules regarding social conduct
  - respect the dignity of the student and express a good opinion on the Medical University
  - care about the University property

- follow ethical rules as well as the rules of deontology
- observe copyright and respect the right of intellectual property of electronic publications as well as printed collections (published works, master's and bachelor's dissertations, course books etc.)

## **REGULATIONS OF FOREIGN LANGUAGE CLASSES**

**11. The participation in language classes is obligatory. Full-time and evening students are allowed to miss two classes and extra-mural students – one class without the necessity of giving a credible reason for their absence.**

12. Because of the specific organization of classes the student has no possibility to attend the class he has missed at different time.

13. Any absence has to be justified; the student is obliged to produce a proof of the absence stating his temporary inability to attend classes, confirmed with a signature in the Student's Health Record, or give other justifiable reasons for the absence.

14. The student has to produce a medical certificate to his language teacher not later than within two weeks after he started re-attending the classes.

15. If the student has missed his class/classes, he should promptly clear his backlog in the way the teacher will ask him to do it.

16. The students who are members of the Senate and Faculty Boards are exempt from clearing their backlog if they take part in debates of these bodies, held simultaneously with their language classes.

17. The absence of the students who are members of the University Sports Association (AZS), Student's Scientific Society (STN), the Student Council and the choir is justified if they represent the university by participating in various competitions, symposiums and other similar events.

18. In case of repeated absences the student is not awarded a credit, which results in the obligation to repeat the failed year.

## **CRITERIA FOR AWARDING CREDITS**

19. The credit period is an academic year.

20. Because of the specificity of the course the curriculum provides for organizing an end-of-the-year test evaluating the material covered.

21. The student is allowed to take the final test if he has received at least a satisfactory note on the material covered and has regularly attended classes.

22. The student is awarded a credit for the language course if he has attended classes, received at least a satisfactory note on the end-of-the-semester test and the end-of-the-year written test.

23. The student is given the following notes on the final test:

- 60% - 68% - satisfactory
- >68% - 76% - fairly good
- >76% - 84% - good
- >84% - 92% - very good
- >92% - 100% - excellent

24. The language teacher arranges the date of the end-of-the-year test with his students. The date must be suitable for the students and remain in compliance with the examination session.

25. In case of receiving an unsatisfactory note on any test the student is obliged to re-take the test on the day and in the form agreed with the language teacher responsible for the classes.

26. The credit note awarded at the end of the academic year is an average note on the evaluation test as well as notes on single tests, oral presentations and multimedia presentations.

27. Unless the curriculum of the given faculty provides otherwise, the student completes the language course if he passes the final exam after the second year.

28. At the beginning of the academic year in which the final language exam is held, the teacher has to inform the students on the scope of the material, requirements criteria for giving a note. The final exam comprises the material covered during the years in which the student studied the language and consists of written and oral parts.

29. The student has the right to take the written part of the final exam only after he has been given credits on all previous semesters in compliance with the University regulations.

30. The student is allowed to take the oral part of the final exam if he receives at least a satisfactory note on the written part. The date of the oral part is agreed individually.

31. The student is entitled to agree on three different dates of taking the written part of the exam.

32. The student loses the possibility to take the exam if he fails to meet requirements to enter the examination or does not produce a justifiable reason for his being absent from the exam on the agreed day.

33. The student who has not taken the exam on the previously agreed day is obliged to produce the examiner a proof justifying his absence not later than within three working days when the reason for his absence has ceased.

34. The student who has not produced the examiner the proof of his absence, or else if the proof has deemed not well-justified, loses that attempt of taking the exam. The information on his absence (“nb”) is entered into the Student’s Book (Indeks).

35. If the student is absent from the exam due to illness or any other random events, he has the right to ask the examiner to arrange another date of his examination during the same examination session.

36. With the Dean's and the examiner's consent the student who meets the requirements for taking an examination has the right to take the exam on a different day. In case of the first attempt, he can also do it before the examination session starts; however, not later than before it finishes.

37. The student who wishes to repeat the examination in order to receive a better note, has to do it during the examination session, during which he has taken the exam for the first time. The examiner has to agree for the student to re-take the exam. Should the examiner fail to give such consent, the student can appeal to the Dean. The student can re-take the exam only during the second attempt. The new note received by the student is entered into his Student's Book, also when the note is worse than the note received previously.

38. The results of the exams as well as final credit notes of both the oral and written ones can be found in the University computer system.

39. The student has the right to view his written test in the presence of the teacher within 7 days from the day the results were announced.

40. The examination note is an average note received on the written and oral parts.

41. In the Foreign Language Teaching Centre the students' knowledge is evaluated according to the same system implemented at the whole University. They can receive the following notes:

Excellent (5.0)

Very good (4.5)

Good (4)

Fairly good (3.5)

Satisfactory (3)

Unsatisfactory (2)

**42. Because of the specific character of the foreign languages curriculum and the fact that the student has to acquire specialist language skills he is not allowed to apply for exemption from attending language classes, receiving a credit note or taking the final exam.**

43. The student has the right to evaluate the teacher's didactic work performance and express his opinion on the conditions of education through the surveys available in the University computer system.

#### **REPEATING THE SEMESTER, YEAR, CONTINUING THE STUDIES**

44. The student who repeats a year is not obliged to be awarded a credit note again unless the curriculum has changed. He has to notify the teacher of this fact within two weeks after the language course has commenced.

45. The student who repeats a year is allowed to continue studying the foreign language upon the prior consent of the Dean of the Faculty and the Head of the Foreign Language Teaching Centre.

46. The Head of the Foreign Language Teaching Centre allows the student to continue studying the foreign language on the basis of the consent given by the Dean. The student is also obliged to commit himself to receive a credit note on the foreign language in the given academic year.

47. If the student has completed the language course, the final credit note received is entered in compliance with the examination protocol and the note on the final exam bears the date specified in the curriculum of the Faculty.

48. The student who has completed the language course and wants to change the Faculty or has come from a different university has the right to apply for the exemption from the classes on condition that:

- the number of the foreign language classes the student has previously attended and the curriculum correspond to the course he applies to be exempted from (the right expires 5 years after completing the language course).

- the student's language performance is verified and turns out to correspond to the level required (more than 5 years after completing the language course).

### **THE LATIN LANGUAGE COURSE**

49. The students who do the Latin language course have to observe the same regulations.

50. If the student completed a Latin language course in the secondary school or any other vocational medical school, he has the right to apply for the exemption from attending the classes. The teacher gives his consent after he has verified the student's language performance.

### **THE POLISH LANGUAGE COURSE FOR FOREIGN STUDENTS**

51. The students who do the Polish language course have to observe the same regulations.

52. If a student graduated from a Polish secondary school, he has the right to apply for the exemption from attending the classes. In all other cases students are obliged to participate in Polish classes.

The above Regulations were drawn up on the basis of Regulations of Studies in the Medical University of Łódź as of 27 May 2010-09-30

The Regulations become effective on 1 Oct 2010