

**REGULATIONS OF THE FOREIGN LANGUAGE CENTRE
OF THE MEDICAL UNIVERSITY OF LODZ
FOR FULL-TIME AND PART-TIME PROGRAMME STUDENTS
ATTENDING FOREIGN LANGUAGE COURSES**

ACADEMIC YEAR 2021-2022

RIGHTS AND OBLIGATIONS OF STUDENTS

- 1.** Each student is particularly obliged to take full advantage of teaching opportunities provided by the Medical University, comply with the principles applied by the University and act according to the Student Pledge and the Rules and Regulations of the Studies.
- 2.** The student has a right to participate in all kinds of didactic activities, including classes conducted with the application of e-learning methods and techniques, which will enable them to obtain a particular number of ECTS points, required to be awarded a credit for a particular semester.
- 3.** Didactic classes can be conducted
 - in University buildings
 - with the application of e-learning methods and techniques
- 4.** Methods of conducting e-learning classes are determined by the Rector.
- 5.** Participation in all forms of didactic classes is mandatory.
- 6.** Unless the curriculum provides otherwise, each 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 approved by the Faculty Boards of the Medical University.
- 7.** Unless the curriculum provides otherwise, at each faculty, the student is obliged to continue studying the foreign language studied in secondary school beforehand. One of the following languages can be chosen: English, German, French, or Russian.
- 8.** The student is obliged to attend the language class he/she has chosen in the first week of the academic year and according to the schedule for a dean group he/she has been assigned to.
- 9.** The student has a right to move to another student (course) group only upon receiving the Vice-Dean's written consent. Transfers are registered in ESOS (Electronic Student Service System). Transfers between courses of different languages are permitted in exceptional cases with the consent of the Head of the Foreign Language Centre, provided that the language classes do not interfere with other courses scheduled for his/her dean's group.
- 10.** The student of the Medical University of Lodz has a right to use teaching aids available in the Foreign Language Centre.
- 11.** The student is liable for performing unlawful acts using IT tools on the premises of the Medical University of Lodz. It is particularly forbidden to:
 - install illegal copies of software on the Medical University computers;
 - download and provide access to any materials protected by copyright law or forbidden by other acts of law;
 - publish opinions which offend personal dignity of other people, including those with illegal content;
 - make any unauthorized attempts to gain access to the University resources and other units which are not parts of the Medical University;
 - destroy, or allow the Medical University equipment to be destroyed.

12. The student has a 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.

13. The student has a right to evaluate the teacher's didactic work as well as to express his/her opinion on the conditions of education through electronic evaluation forms available in the University Information System.

14. The student has a right to receive didactic materials and multimedia presentations necessary to meet the requirements for obtaining credits and passing examinations (included in the curriculum) in the language in which the course is conducted. Didactic materials will be provided in electronic version or made available via ESOS.

15. While attending the courses in the ITS mode (Individual Course of Studies) the student has a right to:

- participate in the classes stipulated in the Plan of Studies, according to the individually arranged schedule of courses, with a selected student group, upon the consent of the Course Coordinator obtained not later than 5 working days prior to the beginning of classes;
- obtain credits and sit examinations at the time individually agreed on with the Course Coordinator; these can be arranged outside the examination session but not later than by the end of the academic year.

16. Before the beginning of the course or during the first class, the Course Coordinator or the academic teacher conducting the classes is obliged to present the syllabus to students. The syllabus will specify in particular:

- the rules of attending and conducting the classes;
- the curriculum content;
- the mode and terms of crediting the course, including the rules and criteria of awarding grades;
- the mode and terms of making up for classes missed due to absence;
- preliminary and additional conditions;
- the list of obligatory and supplementary course materials (textbooks);
- the teacher's consultation hours, adjusted to the form and mode of studies as well as to the level of education.

17. The student has a right to ask the Head of the Foreign Language Centre to resolve any problems concerning his/her participation in the language course.

18. While attending the language classes, the student is obliged to:

- acquire knowledge, skills, and social competencies specified in the curriculum;
- actively participate in language classes so as to be able to gain the number of ECTS points required for obtaining a credit for each semester as stipulated in the Plan of Studies;
- abide by dates of the winter and summer examination sessions in the course of studies, take credit tests and examinations, after fulfilling the criteria defined in the course regulations;
- abide by the 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 good opinions on the Medical University;
- respect the University property;
- follow the rules of the Student Code of Ethics;
- pass all examinations and credit tests in an honest and unassisted way, abide by copyright laws and respect intellectual property rights concerning electronic and printed publications (diploma theses, scientific works, course books and didactic materials obtained from academic teachers) while preparing final works for crediting the course;
- regularly use an individual email account.

19. In the case of displaying behaviour inconsistent with the Dignity of the Student and committing a breach of the Medical University regulations, the student is liable to the Rector and disciplinary commissions.

20. The student bears material liability for a loss, destruction, or damage to the Medical University's property used by him/her.

The student has a right to ask the Head of the Foreign Language Centre to resolve any problems concerning his/her participation in the language course.

REGULATIONS OF FOREIGN LANGUAGE CLASSES

21. The student is obliged to participate in the language classes specified in the Plan of Studies and the Education Program and requiring direct participation of the academic teacher.

22. The language course teacher decides about the form of verifying the student's presence in classes. It is allowed to electronically verify student's attendance during classes.

23. Because of the specific organization of classes, the student has no option of making up for the missed classes with another group.

24. The student's absence during the course has to be justified by producing a medical certificate confirming his/her temporary inability to attend the class or, in other justifiable cases, submitting other written excuse, not later than within 5 working days when the reason for his/her absence has ceased.

25. The student who is on a sick leave cannot attend didactic classes, vocational placement training or take credit tests or examinations.

26. Absence from the language classes may be the grounds for not awarding the student a credit for the course if he/she has failed to clear the backlog as it was agreed with his/her language course teacher.

27. The student is obliged to produce immediately the written version of his/her medical certificate to his/her language course teacher.

28. In particularly justifiable cases, the student may send a scan or a photo of the medical certificate to the language course teacher's University e-mail address.

29. The Course Coordinator or the student's language course teacher may ask the student to produce the original version of the medical certificate.

30. The student's absence is not justified if he/she, despite having been required, has failed to produce the original version of the medical certificate.

31. The student's absence from the language classes is justified and does not require making up for the missed class if the student:

- participates in sessions of the collective bodies, councils or boards appointed at the University;
 - studies in the Individual Course of Studies (ITS) mode or has taken a sabbatical leave;
 - represents the Medical University by participating in various sports competitions, symposia or conferences, etc.;
 - participates in various ceremonies as a member of the University Colour Guard;
 - participates in other organizational works on behalf of the University;
 - assists a disabled person and hereby enables him/her to participate in didactic classes;
- assists a disabled person so that he/she can participate in didactic classes.

- does his/her 24-hour internal, garrison or any other kind of duty, stipulated by internal regulations (regards only students admitted to the Medical University of Lodz upon the agreement with the Ministry of National Defence).

32. Doing a vocational placement is not the ground for the student's absence from classes or mid-semester tests. The language course teacher can however arrange an individual plan of obtaining a credit by the student, provided the fact of organizing such vocational placement is confirmed by the relevant institution.

33. The language course teacher upon consultation with the Head of the Foreign Language Centre decides on the option and form in which the student may make up for the missed classes.

34. The terms of implementation of the teaching process stipulated in the Regulations can be modified for disabled or chronically ill students according to Appendix No. 1 of the Rules and Regulations of Studies of the Medical University of Lodz.

CRITERIA OF AWARDING CREDITS

35. The credit period for a course is a semester, with the exclusion of the courses realized in the ITS mode in which the credit period is a year of studies.

36. The form of crediting the language course is determined by the language course teacher after consultation with the Course Coordinator, i.e. the Head of the Foreign Language Centre. The Course Coordinator is responsible for administering the credit test and examination.

37. Examinations and credit tests can:

- have the written or oral form;
- be conducted with the application of e-learning methods and techniques;
- be conducted in the traditional mode, using written tests or a conversation with the teacher.

38. The mode of conducting examinations and credit tests, with the application of e-learning methods and techniques, is stipulated in the Annex hereto.

39. The student sitting for the examination or credit test is obliged to produce his/her identity document upon request.

40. Before the student starts his/her examination/credit test, he/she may be subject to a control procedure, implemented to verify if he/she has any electronic device, enabling him/her to produce the work with assistance. The student, who has appeared to have such devices on him/her but has refused to put the aside, is not allowed to start his/her examination or credit test and receives the failed grade.

41. If, during a credit test or examination, the student:

- does not work independently, e.g. consults any third parties or other students taking the test;
- uses any educational aids or resources,
- disturbs the order in a persistent and flagrant manner,
- uses any electronic devices for communication or recording image or sound, sending information (particularly a mobile phone, smart phone, tablet or smart watch) – an academic teacher is obliged to stop the test and demand that the student leave the room; the student will be awarded the failed grade which is entered into ESOS as a credit or examination grade; the fact is reported in the protocol of the course crediting and to a relevant vice-dean for student affairs.

42. In the case of an examination or credit test, after confirming the abovementioned fact, the

student has a right to appeal to the Head of the Foreign Language Centre, who takes a decision in this matter. If the appeal appears to be positive, the Head of the Foreign Language Centre reinstates the attempt of the examination/credit test which the student has lost.

43. In the event of a credit test or a component exam, having confirmed the circumstances, stipulated in Item 41 hereof, the academic teacher is obliged to make a report to the Rector who is supposed to take disciplinary action against the student.

44. Semester credit tests and examinations are held in the time agreed by the relevant faculty board, according to the schedule of the academic year, that is during the examination session. Upon students' request, they may be held before the examination session, provided all the relevant students and the dean of the relevant faculty produce their consent for holding the credit test/examination before the examination session.

45. The student, who has three times produced medical certificates justifying his/her absence from any kinds of testing his/her skills on particular classes, may be sent to a medical board who will issue a statement on the student's health and decide to allow or disallow such student to continue his/her studies. The decision to send the student to the medical board is made by the Vice-Dean upon the request of the Course Coordinator.

46. The University has an exclusive right to record a sound or a sound and vision during an examination or credit test. .

47. The credit for the language course can be awarded in the form of credit with a grade or an examination, according to the field of studies.

48. The credit and examination results reflect the learning outcomes achieved by the student, i.e. the knowledge, skills and social competencies acquired during the teaching process.

49. After the completion of classes at the end of the 1st, 2nd, and 3rd semester, a written test examining the degree of mastering the semester material is conducted.

50. The student is allowed to take a credit test upon receiving at least a satisfactory grade for mid-semester tests, regular attendance and active participation in the classes.

51. Unless the curriculum at the particular faculty provides otherwise, the student completes the modern language course upon passing the final examination after the fourth semester, i.e. after the second year of studies.

52. The written credit test has 70 points and the written exam test -100 points.

53. At the beginning of the academic year in which the final language examination is held, the teacher has to inform the students on the scope of the material, requirement criteria and the method by which the final grade is awarded. The final examination consists of written and oral parts, and comprises the whole material covered during the years throughout which the student has attended language classes.

54. The student has a right to take the final examination only after receiving credits for all previous semesters in accordance with the Regulations of the Foreign Language Centre.

55. The student who decides on transferring his/her grade obtained in ACERT language examination (nationwide, academic certificate confirming the knowledge of general and specialist foreign language; more details are available on the website of the Foreign Language Centre) is obliged to inform the language course teacher about such a decision in writing / via e-mail not later than within 2 weeks following the announcement of ACERT examination results.

56. The semester credit test and the written part of the final examination are assessed as follows:

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

57. Grades obtained from credit tests and examinations, including unsatisfactory ones (failed), are entered into the electronic index within 7 working days following the day of the credit test and examinations were conducted.

58. If the student identifies any incorrect entry in the electronic index, he/she is obliged to report this fact to the Course Coordinator or the language course teacher.

59. The semester grade in the language course is entered into ESOS (electronic index) as the "final grade" after completing the course in a particular semester - also when the study course lasts longer than one semester.

60. The student is obliged to become acquainted with the results of credit tests and examinations entered into ESOS.

61. The dates of credit tests and examinations, as well as the retake credit tests and examinations cannot interfere with the time when scheduled courses are conducted.

62. The student may have three attempts to pass each credit test or the written part of the examination according to the schedule, with the second and third attempts being retakes.

63. The second and third dates of the retakes of a credit test or examination in a given course should be arranged with a seven-day interval after the first or second attempt, provided that the students got acquainted with results of the examination/credit test at least 3 days prior to the subsequent examination/credit test.

64. The student, being on a sick leave, who decided to sit an examination/credit test, is regarded present and the grade he/she has received is entered into the ESOS, even if he/she produced a medical certificate, confirming his/her inability to participate in the examination/credit test.

65. Upon the consent of the Dean and the Course Coordinator, the student who meets the requirements for taking a credit test or examination at the first attempt has a right to do so before the examination session starts, at an individually arranged time.

66. The student who does not meet requirements for obtaining a credit or taking an examination loses the first attempt to write a credit or examination test and obtains the failed grade which is entered into ESOS.

67. If the student fails again to meet the requirements for obtaining credit or taking an examination, he/she loses the subsequent attempts to sit a credit or examination test, receiving subsequent failed grades.

68. The student is allowed to take the oral part of the examination if he/she has received at least a satisfactory grade in the written part. The dates of the oral examination are agreed on individually/for a given group between the students and the language course teacher. The student has a right to retake the oral part of the examination once.

69. The student has a right to view his/her written test in the presence of the language course teacher, within 10 working days from the day the results were announced.

70. The student has a right to repeat a passed credit test or examination taken at the first attempt in order to receive a higher grade. The procedure can occur only once - at the second attempt. The grade obtained at the second attempt is entered into the student's ESOS record as the final grade (replacing the previous grade), even if it is lower

than the one received previously.

71. The student who has failed to sit a credit test or examination on the previously arranged date is obliged to produce a medical certificate (including the Student's Medical Book) or in justifiable cases, other written justification to the Course Coordinator/the language course teacher not later than within 5 working days after the reason for the student's absence has ceased. If the teacher finds them acceptable, he/she arranges another date for the credit test or examination.

72. The student who has not produced the Course Coordinator/language course teacher a justification for his/her absence during the credit test or examination in the form of a medical certificate, or whose written justification is deemed not to be justifiable, receives the failed grade and loses one attempt to obtain a credit or pass the examination.

73. If the language teacher fails to find the written justification sufficient and the student receives the failed grade, the student can appeal to the Course Coordinator/the language course teacher within 7 days of receiving the failed grade.

74. In the case of longer absence due to medical reasons or other justifiable unforeseen events, the Course Coordinator, may upon the student's request, give consent for taking a credit test or examination at an individually arranged time and date also outside the examination or retake examination sessions.

75. In justified cases, the Vice-Dean may agree to an extension of the retake session, but not more than by two months after its completion.

76. Upon the student's request, the Vice-Dean may allow the student who has not obtained the number of ECTS points required to be awarded a credit for the semester to be granted, for conditional enrolment for the next semester if, according to the Plan of Studies, in the previous semester, the student obtained not less than 70% of ECTS points required to be awarded a credit for the semester.

77. The student has a right to be awarded a credit for a course for which conditional enrolment has been granted according to the following rules:

- in the case of a missing credit or examination, the student is obliged to obtain credit or retake the examination within one month following the beginning of the semester for which he/she has been granted conditional enrolment, unless the Vice-Dean arranges otherwise; however, this must be done within one year of the date of issuing the decision of conditional enrolment;
- the student is entitled to one attempt to obtain a credit or pass an examination in the course subject to conditional enrolment.

78. Repetition of classes due to unsatisfactory achievements in the course for which the student has been granted conditional enrolment is chargeable. Payment terms for repeating classes are governed by the Senate Resolution. The amount of payment is determined by the appropriate Directive of the Rector of the Medical University of Lodz.

79. All student works, recorded in a written or electronic form, including examination papers and other test papers, should be stored by the Course Coordinator at least until the end of the semester following the semester in which the course finished.

80. The student has a right to view his/her written test in the presence of the language course teacher, within 10 working days from the day the results were announced.

81. In the Foreign Language Centre, the students' knowledge is evaluated according to the same system implemented throughout the University. They can receive the following grades:

- Excellent (5)
- Very good (4.5)
- Good (4)

- Satisfactory (3.5)
- Sufficient (3)
- Failed (2)

PRINCIPLES OF TRANSFERRING CREDIT AND EXAMINATION GRADES

82. Courses completed by the student in another university or in another organizational unit of the Medical University of Lodz may be recognized and credited in the place of the intended course, in compliance with the Plan of Studies and the Education Program of the Medical University. However, the transfer is possible only when the learning outcomes of courses conducted in both universities or in both fields of study pursued at the Medical University studies are convergent.

83. Pursuant to Paragraph 43 point 3 of the Rules and Regulations of Studies of the Medical University of Lodz, the decision on transferring achievements is taken by the Vice-Dean at the student's request submitted before the beginning of the academic year. The request requires an approval of the Foreign Language Centre of the Medical University of Lodz.

84. The decision on transfer and recognition of courses or vocational placement training and awarding a relevant number of ECTS points, in compliance with the regulations specified in 1-2, is taken by the Vice-Dean at the student's request submitted before the beginning of the semester. The decision is taken based on an approval given by the Course Coordinator and documents submitted by the student regarding the course of studies carried out in another university, including a foreign one, or in another field of studies at the Medical University of Lodz.

85. In order to obtain such an approval, the student should follow the instructions given on: <https://umed.pl/pliki/2014/12/Informator-CNJO-2021-zwolnienie-z-zajec-przeniesienie-osiagniec-zajec.docx>

86. The language course teacher should be notified on the Vice-Dean's decision immediately.

LATIN LANGUAGE COURSE

87. Students who attend the Latin language course have to observe the same regulations.

88. If the student has completed a Latin language course in secondary school or any other vocational medical school, he/she has a right to apply for exemption from attending the classes, provided that he/she take the semester credit test and the examination in Latin. The language course teacher gives his/her consent after he/she has verified the student's language performance.

POLISH LANGUAGE COURSE

89. Students who attend a Polish language course have to observe the same regulations.

90. Students studying in English who are certified with the examination in the Polish language at the final secondary school examination or have obtained the B1 level certificate issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language may apply for awarding credit for this course.

The above Regulations were drawn up on the basis of the Rules and Regulations of Studies of the Medical University of Lodz implemented under Resolution no. 38/2021 of 29 April 2021.

The Regulations become effective on 1 October 2021.