

Internal teaching regulations

valid for the academic year	2022/2023
full name of the organizational unit	Practical Foreign Language Study Center
contact data (e-mail, telephone)	91 441-45-30, spnjo@pum.edu.pl
head of the unit (degree / title, name and surname)	Ireneusz Klimek, MA
person responsible for teaching at the unit (degree, first and last name, e-mail, telephone)	Ireneusz Klimek: ireneusz.klimek@pum.edu.pl 91 441-45-31
field of study	English Program - all fields of study
year of study	I, II
subject	Foreign language, elective Latin

§1

The methods of conducting classes

1. The foreign language course is conducted in the 1st and 2nd year. The elective course in Latin is conducted in the 1st year.
2. Interactive classes involving various language skills.
3. Analysis of professional medical literature, discussions, writing short summaries, audio-visual presentations.
4. One lesson is 45 minutes long. Classes are held according to the schedule.
5. Changes in the schedule require the consent of the head of the Practical Foreign Language Study Center and need to be reported to the Planning Department.

§2

The methods and forms of making up for classes due to absence

1. Students are allowed two unexcused absences during the semester. These absences need to be made up.
2. The method and forms of making up is determined by the teacher during the duty hours, written or oral form is allowed. The student may complete the material that he/she has missed due to absence as part of self-study or in the form of an oral presentation on a topic agreed with the teacher. The maximum number of missed classes cannot exceed 25% of the total number of hours in a given semester.
3. The student can also do attend classes with another group at the same language level, after obtaining the teacher's consent.
4. Passing the test is tantamount to making up one absence.

§3

Credits and exams

1. Positive grade from the tests and full attendance are necessary to take the exam.
2. In the event of unexcused absence at the test, the student receives a failing grade. The absence is excused on the basis of a medical sick leave or an absence verification letter from the Dean.
2. The student may take the tests three times, but not later than one week before the end of classes.
3. If the student has not obtained a positive grade from the tests he/she has the option of completing the course within the time limit set by the PUM regulations, and in the case of more absences, i.e. over 25%, the student does not get the course credit.
4. The student takes the exam after completing all semesters.

§4

Participation in classes

1. The student will not be admitted into the classroom if:
 - a) he/she is more than 20 minutes late;
 - b) he/she does not have the necessary materials for classes.
2. The student will not be admitted into the classroom or will be asked to leave in the event of inappropriate behavior, behavior that disrupts the classes, threatens health, life or property, as well as in the event of a gross lack of personal culture in relation to the teacher or other people participating in the classes.
3. Not letting into the classroom or asking to leave in the cases mentioned above is tantamount to the absence at the classes.
4. A student may continue education in the next year after obtaining credit for the course in the previous year.

§5

Course credits and examinations

1. Credits - minimum 2 written tests per semester. In case of the Latin course – a final test.
2. The final exam covers the material from all semesters. The final test in Latin covers the material from all the classes.

§ 6

Exemption from exams

1. Students who have obtained an average mark of at least 4.5 during the entire language course while maintaining the continuity of education, can be exempt from the final exam (the average in the range of 4.5-4.75 exempts with a grade of 4,5; the average above 4.75 exempts with a grade of 5,0). The exempt student has the right to take the exam. The grade obtained from the exam is final.
2. Students who speak Polish fluently or have Polish language certificates at the B2 level, may be exempt from attending language classes, but must take the tests and the final exam. Students who studied Latin medical terminology in the secondary school, may be exempt from attending classes, but must take the final test.
3. Students who have completed a language course (including the Latin course) at another university and meet the required criteria, i.e. a related profile of studies, similar content, language level, the same number of hours and ECTS points, may apply to the Dean to be exempt from the semester, year or entire course.

§ 7

Assessment criteria

1. Assessment criteria for written tests and final examination

100% - 92% - very good (5.0)

91% - 83% - more than good (4.5)

82% - 74% - good (4.0)

73% - 65% - fairly good (3.5)

64% - 56% - sufficient (3.0)

55% - 0% - insufficient (2.0)

..... pieczęćka jednostki pieczęćka i podpis Kierownika jednostki
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Opinia: Pozytywna / Negatywna*	Zatwierdzam:
..... pieczęćka i podpis Samorządu Studentów pieczęćka i podpis Dziekana WMiS

*niepotrzebne skreślić