

Department's Internal Didactic Regulations

valid from academic year	2025/2026
full name of the Department	Studium Praktycznej Nauki Języków Obcych – Foreign Language Department
contact to the Department (e- mail. phone no.)	91 441-45-30, spnjo@pum.edu.pl
Head of the Department (academic title, name and surname)	Iwona Fydrych, MA iwona.fydrych@pum.edu.pl
Didactic Responsible/ Course coordinator (academic title, name and surname, e-mail, phone no.)	Iwona Fydrych, MA iwona.fydrych@pum.edu.pl
field of study/major	Medicine, Dentistry
year of studies	I, II
course/subjects title	Polish language – obligatory, Latin in medical terminology – elective

§1

Methods of Teaching

1. Polish language course is conducted in the 1st and 2nd year (4 semesters). The elective course – Latin in medical terminology is conducted in the 1st year (2 semesters).
2. Interactive classes involving various language skills.
3. One lesson is 45 minutes long. Classes are held according to the schedule.
4. Changes in the schedule require the consent of the Head of the Department and must be reported to the Planning Department.

§2

Mode and forms of compensation of missed activities

1. Full attendance is obligatory. All absences, regardless of the reason for an absence, must be made up for. The absences will be totalled over the whole semester and cannot exceed 25% of the total number of hours in a given semester.
2. In the case of the number of absences > 25%, the student does not receive the course credit.
3. The methods and forms of making up for missed classes are determined by the teacher.

§3

Conditions and methods for admitting students to final course assessments and examinations

1. A student is admitted to sit the end-of-semester test in Polish and the final course assessment in Latin on the condition of having made up for all absences, the number of which cannot exceed 25% of the total number of hours in a given semester:

2. A student is admitted to sit the final exam in Polish on the condition of having obtained credits from all semesters during the language course, i.e. full attendance, including making up for any missed classes, and positive grades from end-of-semester tests.

§4

Conditions for allowing students to take part in classes

1. A student will not be admitted into the classroom and will be marked as absent if they:
 - a) are more than 20 minutes late;
 - b) do 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 behaviour which disrupts the classes, endangers the life, health 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 being allowed into the classroom or being asked to leave in the cases mentioned above is tantamount to absence.
4. A student may continue education in the next year having obtained credit for the course in the previous year.

§ 5

Conditions and means for conducting partial course assessments (including the number of retake opportunities for such assessments)

1. The end-of-semester test in Polish language is in written form and is held at the end of each semester.
2. A student is admitted to sit the end-of-semester test on the condition of having made up for all absences. Not being admitted to sit the test is tantamount to receiving a failing grade.
3. An absence from the end-of-semester test is tantamount to a failing grade. The absence is excused on the basis of a medical sick leave or a verification letter from the Dean which is to be submitted to the teacher within 7 working days from the date of the test.
4. In the event of having failed the end-of-semester test the student is allowed two resits. Once the student receives a positive mark, the grade is final. The final grade for a test is an average of the original fail (grade 2) and the positive mark (resit). The first resit is in written form, the second can be in written or oral form.
5. The student has the right to see the previously taken test at a time specified by the teacher.
6. If a student has not obtained a positive grade from the end-of-semester test or was not admitted to sit the test due to absences, they can complete the course within the time limit set by the PMU Regulations. In the case of the number of absences > 25%, the student does not receive the course credit.

§6

Conditions and means for conducting final course assessments and exams

1. The final exam in Polish language is in oral form before a two-person committee and covers the material of four semesters. The final course assessment in Latin is in written form and covers the material from two semesters.
2. A student is admitted to sit the final exam in Polish and the final course assessment in Latin on the condition of having obtained credits from all semesters during the language course, i.e. full attendance, including making up for any missed classes, and positive grades from end-of-semester tests. Not being admitted to sit the final exam/ course assessment test is tantamount to receiving "NDP" status (not admitted to sit the exam).

3. An absence from the final exam in Polish or the final course assessment in Latin is tantamount to a failing grade. The absence is excused on the basis of a medical sick leave or a verification letter from the Dean which is to be provided to the teacher within 7 days from the days of the exam.
4. In the event of having failed final exam (Polish) / assessment test (Latin) or not being admitted to sit the exam/assessment test, the student is allowed two resits. Once the student receives a positive mark, the grade is final. The final grade for a test is an average of the original fail (grade 2) and the positive mark (resit). The first resit exam in Polish is in oral form, the second can be in written or oral form. Both resits in Latin are conducted in written form.
5. The student has the right to see the previously taken final test in Latin at a time specified by the teacher within 5 working days from receiving the result.
6. If a student has not obtained a positive grade from the final exam/assessment test or was not admitted to sit the exam due to absences, they can complete the course within the time limit set by the PMU Regulations. In the case of the number of absences > 25%, the student does not receive the course credit and is not admitted to sit the final exam.

§7

Conditions for exemption from some final course assessments or exams

1. A student can be exempt from the final exam in Polish on the basis of their grade point average. Students who have obtained an average mark of at least 4.5 during the entire language course while maintaining the continuity of the language course (participation in four consecutive semesters of Polish), can be exempt from the final exam. A student with the average 4.5-4.75 receives the final grade of 4.5, the final grade 5 is awarded to students with the average of greater than 4.75.
2. The student who was exempt from the final exam, has the right to sit the exam. The grade obtained from the exam is final.
3. Students who speak Polish fluently or hold Polish language certificates, may be exempt from attending classes but must take the end-of-semester tests and the final exam.
4. Students who provide a confirmation of having completed Latin medical terminology may be exempt from attending classes but must take the final course assessment test.
5. Students who have completed a course in Polish as a Foreign Language or Latin in medical terminology at another university and meet the required criteria, i.e. the course level, the same number of hours and ECTS points, may apply to the Dean to be exempt from the semester, year or entire course.

§8

Forms of admission to the pre-scheduled examination

1. The department does not hold pre-scheduled examinations. The partial assessment in Polish language takes place at the end of each semester and the final exam is held at the end of the course. The final course assessment in Latin is held at the end of the course.

§9

Assessment criteria

1. Assessment criteria for partial assessment tests and final examination:

100% - 92% - very good (5.0)
91% - 83% - above good (4.5)
82% - 74% - good (4.0)
73% - 65% - satisfactory (3.5)
64% - 56% - sufficient (3.0)
55% - 0% - insufficient/failed (2.0)

**§10
Additional**

if specific nature of the subject requires extra information, please add it as a next points of this Regulations

1. All issues not covered herein are decided by the teacher in consultation with the Head of the Department.
2. The arrangements between the teacher and the students are to be in written form using @pum.edu.pl or Teams.

 <p>.....</p> <p>stamp of the Department</p>	<p>KIEROWNIK Studium Praktycznej Nauki Języków Obcych <i>I. Frydrych</i> mgr Iwona Frydrych</p> <p>.....</p> <p>stamp and signature of the Head of the Department</p>
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<p>Opinion:</p> <p>Positive / Negative*</p>	<p>Approved by:</p>
<p style="text-align: right;"><i>07.10.25</i></p> <p>POMORSKI UNIWERSYTET MEDYCZNY W SZCZECINIE <i>Olga Alamo</i> Zespół Wykonawczy ds. Dydaktyki PARLAMENTU STUDENTÓW PUM</p> <p>.....</p> <p>stamp and signature of Students' Parliament Representative</p>	<p>VICE-DEAN Interfaculty Center for Education in English Language Pomeranian Medical University in Szczecin <i>Joanna Nieznanowska</i> Joanna Nieznanowska, MD, PhD</p> <p>.....</p> <p>stamp and signature of the Dean</p>

* strike out what does not apply

Pomorski Uniwersytet Medyczny
w Szczecinie

Wpłynęło dnia **29-09-2025** 235

Międzywydziałowe Centrum Kształcenia
w Języku Angielskim