**Rules and Regulations of classes at the Foreign Language Department (FLD) of the Medical University of Wrocław**

1. The Foreign Language Department (FLD) conducts classes in English and Polish in accordance with the study programme applicable in a given field.

2. During a foreign language course, FLD does not guarantee continuity of classes with the same teacher.

3. The subject of teaching is a specialized language, adapted to the professional needs of future graduates of given fields of study. The preliminary conditions that a student should meet before taking the course, the educational goals and the intended learning outcomes are precisely defined in the course syllabus developed for each field of study.

4. The form of the credit and examination is provided to students in the syllabus prepared for each faculty and year of study.

5. The basis for passing the course is: 100% participation in classes, positive grades obtained in partial tests and a written or oral final test, depending on the entry in the syllabus for a given academic year.

6. Student repeating a semester may be exempt from participating in classes if he/she obtained credit for the course in the previous year. In such a case, an application should be submitted to the head of the FLD

7. The student is required to have 100% attendance at classes.

 In case of absence from classes: - up to two absences per semester - the absence must be made up for during office hours with the lecturer within two weeks from the date of absence - after two weeks from the date of absence, the student loses the opportunity to make up for the absence and the reinstatement of the absence is decided individually by the lecturer or the head of the FLD - more than two absences in a semester - the dean of the relevant faculty decides whether the absence can be made up for. In the event of a hospital stay or long-term illness confirmed by sick leave, the student may apply for the consent of the head of the FLD to make up for the absence within the prescribed period.

8.The student is obliged to report to the written or oral semester test on the specified date. In case of failure to appear or pass the test, the student is entitled to one make-up date set by the lecturer . The repeat test must be passed no later than before the end of the final examination session. The form of the test is decided by the teacher conducting the classes. If the repeat test is not passed, which results in failing the language course, the student is entitled to a re-sit session in accordance with the study regulations. The dean of the faculty decides about the possibility of passing foreign language courses during the examination session.

9. A student may be exempted from the examination if the average grade obtained in all semesters in the education cycle is above 4.0.

10. Having a certificate in a foreign language, the International Baccalaureate or a grade in a foreign language course in another field of study at the Medical University or another university does not exempt you from attending classes. The only basis for exemption and/or rewriting the grade is passing a foreign language course in another field at Medical University with an identical programme.

11. A student applying for exemption from language classes (rewriting the grade) should submit an appropriate application to the head of FLD together with appropriate documents in paper form during the first week of classes. A document approved by the head of the FLD, certifying the exemption or other form of passing the course, should be immediately submitted to the lecturer. Until such a document is received, the student is obliged to attend classes.

12. If the classes are moved online, classes are held according to a previously agreed plan on the indicated platform. The lecturer has the right to request that cameras be turned on to verify the presence of session participants. If a group of students is unable to attend classes due to technical reasons, classes are conducted asynchronously in offline mode.

13. Issues not regulated by these provisions will be resolved individually by the head of the Foreign Language Department.

14 The Regulations come into force on October 1, 2023