

REGULATIONS FOR CLASSES IN THE SUBJECT QUALIFIED FIRST AID

For 1st year of Faculty of Medicine and Dentistry
in Department of Anaesthesiology and Intensive Therapy
The Faculty of Medical Sciences in Zabrze
in the academic year 2024/2025

Head of the Department: prof. dr hab. n. med. Hanna Misiólek

Classes for the subject QUALIFIED FIRST AID are conducted in accordance with the Study Regulations of the Medical University of Silesia in Katowice, constituting the Appendix 1 to Resolution 37/2024 of the Senate of SUM of June 18, 2024, and these Regulations.

§1

Principles of participation in the classes

1. Classes (lectures, seminars, exercises) are held according to the schedule set by the Dean.
2. For remote classes, the Head of the Department may change the schedule; information regarding the date and platform used will be announced on the Department's website anestezjologia.sum.edu.pl.
3. Attendance at all forms of classes (lectures, seminars, and exercises) is mandatory.
4. The student must attend classes with the student group assigned to them for the given academic year.
5. Students are required to arrive punctually for in-person classes and log in punctually for e-learning classes.
6. Students must come prepared for the class based on the provided reading materials. Lack of preparation will be considered as a failure to pass the class.
7. During classes held at the University, the student is obligated to:
 - Maintain medical confidentiality and adhere to data protection laws in line with GDPR,
 - Abide by the oath and regulations of SUM, including respecting the dignity of all participants in the learning process and upholding the good name of the University,
 - Comply with health and safety regulations ,
 - Use personal protective equipment as instructed by the Department.
8. Students must care for the teaching environment, ensuring cleanliness and the proper condition of the equipment used. Any defects should be reported to the academic staff. In the event of damage, a Medical Equipment Damage Report will be prepared. Students are liable for intentional damages.
9. Food consumption and bringing unnecessary personal items into class are prohibited; personal items should be stored in the cloakroom .

10. The use of electronic devices and audiovisual recording is strictly prohibited during classes and assessments.
11. All teaching materials are protected by intellectual property rights. Any violation (e.g., recording, photographing, copying) will result in disciplinary action.

§ 2

Rules for Excusing Absences and Making Up Classes

1. All absences must be justified by presenting the relevant documentation (e.g., medical certificate) to the instructor within five working days after the cause of the absence.
2. Absence excuses must follow §15 of the Study Regulations at SUM.
3. Missed classes should be made up with another group at a time agreed with the Unit Head or their representative.
4. Regardless of the reason for absence, students must undergo a verification of the acquired learning outcomes under terms set by the Unit Head or their representative.

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Rules for Passing Classes

1. The condition for passing the course is attendance in all scheduled forms of classes (lectures, seminars, exercises) and receiving positive grades in all assessment tests during classess (oral or written) that verify learning outcomes.
2. In case of a student's absence from an assessment test on the scheduled date, they may attend the next date set by the teacher, which will be treated as a retake.
3. The student has the right to take each assessment test twice.
4. If the student fails the test despite two attempts, they are entitled to take a comprehensive assessment test (oral/written) covering the entire material included in the course (exercises/seminars).
5. The dates of assessment tests are determined by the Head of the Unit conducting the course.
6. Failure to attend the assessment test on the date set by the Head of the Unit results in the loss of that assessment opportunity.

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Rules for consultations with the academic teacher

Consultations with the academic teacher are conducted according to the schedule available on the Unit's website [http:// anestezjologia.sum.edu.pl](http://anestezjologia.sum.edu.pl)

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Ongoing administrative matters related to teaching

1. Matters related to teaching, such as submitting requests for making up classes, should be handled electronically:
 - a. contact with the Department office: email address: katanestz@sum.edu.pl
 - a. contact with the Exercise Supervisor, Dr. Maja Copik e-mail address: mcopik@sum.edu.pl
2. Electronic correspondence with SUM employees and entities should be conducted via the student's email account.
3. The student is obliged to read messages sent to their account in the domain s.....@365.sum.edu.pl.

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Disputed issues and those not covered by these regulations will be resolved in accordance with the current Study Regulations of the Medical University of Silesia in Katowice, which constitutes Annex No. 1 to Resolution No. 37/2024 of the SUM Senate dated June 18, 2024.

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Depending on the current epidemic situation and the resulting Ordinances of the Rector of the Medical University of Silesia, changes to the mode and form of conducting classes, assessments, and exams may be introduced .

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The regulations come into effect on October 1, 2024.

KIEROWNIK

Katedry Anestezjologii i Intensywnej Terapii
Śląskiego Uniwersytetu Medycznego w Katowicach

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Signature of the Head of the Unit implementing the course
Prof. dr hab. n. med. Hanna Misiółek

PRODZIEKAN DS. STUDENCKICH
Wydziału Nauk Medycznych w Zabrze
Śląskiego Uniwersytetu Medycznego w Katowicach

dr hab. n. med. Andrzej Tomasik

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Signature of the Dean of the Faculty of Medical Sciences in Zabrze