

## REGULATIONS FOR CLASSES IN THE SUBJECT

QUALIFIED FIRST AID – for 1<sup>st</sup> 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 2023/2024

Head of the Department prof. dr hab. n. med. Hanna Misiołek

Classes in the subject of QUALIFIED FIRST AID are conducted on the basis of a Study Regulations of the Medical University of Silesia in Katowice, constituting the Appendix 1 to Resolution 49/2022 of the Senate of SUM of June 29, 2022. and these Regulations.

### I. Principles of participation in the classes

1. Classes (lectures, seminars, exercises) are held according to the schedule set by the Dean.
2. In terms of remote classes, it is allowed to change the date of the classes by the Head of the Unit - information about the date and the platform used is announced on the Unit's website.
3. Participation in lectures, seminars and exercises is obligatory.
4. The student is obliged to participate in classes with the student group to which he has been assigned for the given academic year.
5. The student is obliged to arrive on time for classes conducted in the form of stationary and to log in to the e-learning system on time in the case of classes conducted with the use of distance learning techniques and methods.
6. The student is obliged to prepare theoretical for classes in accordance with the planned subject matter, based on the given literature. Failure to prepare for the classes will be equivalent to failing them.
7. During classes at the University, the Student:
  - is obliged to maintain medical confidentiality and protect personal data in accordance with the GDPR,
  - is obliged to comply with the content of the oath and the regulations applicable at SUM, and in particular to respect the dignity of all participants of the teaching process and to take care of the good name of the University,
  - is obliged to comply with the health and safety rules,
  - is obliged to use personal protective equipment in accordance with the guidelines of the Unit.
8. Should take care of the place where classes are conducted, including the order and proper condition of the devices they use. Any noticed defects should be reported to the academic teacher conducting the classes. In the event of damage, a Medical Equipment Damage Protocol is prepared. Students of a given group / section are financially responsible for any shortages of materials and instruments found after the end of the exercises, as well as for damage to equipment.
9. Should not: eat meals in the place where classes are conducted or bring unnecessary personal belongings to be left in the cloakroom.
10. It is strictly forbidden to bring and use electronic devices and audiovisual registration during the course of classes and final credits in the Student's course.
11. All teaching materials are protected by copyright in terms of intellectual property. Violation of copyright and the right to protect the image (recording, photographing, copying, recording) will result in the initiation of disciplinary proceedings.

### II. Rules for justifying absences from classes and making up for absences

1. Every absence from classes must be excused by presenting the teacher to the classes immediately, or within 5 working days after the cause of the absence ceases to exist, an appropriate document (medical certificate, court certificate, etc.)
2. Justifying absences from classes is carried out in accordance with par. 15 of the Rules of Study at SUM
3. Classes missed for justified reasons should be done with another exercise group on the date agreed with the Head of the Unit or a person authorized by him.
4. In the event of absence from the classes, the Student is obliged to proceed with the verification of the obtained learning outcomes on the terms and within the time limits set by the Head of the Unit or a person authorized by him.

### III. Rules for completing the classes

1. The condition for obtaining credit for classes in the subject is participation in all planned forms of classes (lectures, seminars, exercises) and obtaining positive grades from all partial tests (oral or written) checking the learning outcomes
2. If the Student is absent from the partial credit for the course within the prescribed period, he / she may report for the next fixed date, treated as a resit.
3. The student has the right to a double improvement of each partial credit.
4. In the event of failure to pass the retake tests, the Student has the right to take a final test (oral or written) from the entire material included in the program of classes (exercises / seminars).
5. The deadlines for completing the course are set by the Head of the Unit running the course.
6. The Student's absence at the test on the date set by the Head of the Unit results in the loss of the completion date.
7. A student who has not obtained a credit for a course in a subject will not be allowed to take graded credit on the first date, obtaining an unsatisfactory grade on the first date of graded credit.
8. The student has the right to attempt to pass the course classes before each graded credit date.

### IV. Rules for completing the final course (graded credit)

1. The form of passing the final course of QUALIFIED FIRST AID is a graded credit.
2. During one day, the Student may take an exam or get a grade for one subject only.
3. The condition for getting credit with the grade is getting credit for classes in the subject.
4. The date of the graded credit is set and announced to students in accordance with §19 of the *Regulations of Studies at SUM*.
5. Failure to pass a course or unexcused absence of a Student from graded credit on the scheduled date is tantamount to receiving an unsatisfactory grade (applies to all dates of graded credits).
6. The thematic scope of the graded credit includes materials from lectures, seminars and exercises, as well as recommended literature.
7. The graded credit is carried out in oral form (practical part) and test (theoretical part).
8. The condition for admission to the practical part of the graded credit is obtaining credit for classes and seminars.
9. The graded credit should take place after completing the course classes and before the examination session.
10. The practical examination, with the Dean's consent, may be held before the examination session.
11. In the event of an unsatisfactory grade in the graded credit, the Student is entitled to two

- graded credits resit.
12. The first or second resit examination date may be a commission examination at the written request of the Student or Examiner. The commission examination is extraordinary and cannot be treated as an additional term.
  13. During the examination, the Student is strictly forbidden to contact third parties in person or via electronic devices and to use auxiliary materials. Failure to comply with the rules is the basis for stopping the graded credit, which is tantamount to receiving an unsatisfactory grade by the Student. This fact is recorded in the exam/graded credit report by the Examiner.
  14. A positive grade obtained in the graded credit is final. Retake the graded credit in order to improve the positive grade obtained in the above-mentioned is unacceptable.
  15. The results of the graded credit are announced within 5 working days from the date of their completion in the University's IT system.

## V. Principles of consultation with an academic teacher

Consultations with an academic teacher take place in accordance with the schedule available on the Unit's website [http:// anestezjologia.sum.edu.pl](http://anestezjologia.sum.edu.pl)

## VI. Current administrative matters related to didactics

1. Matters related to teaching, including, for example, submitting an application for homework, should be handled electronically;
  - a. contact with the unit's secretary office: e-mail address: [katanestz@sum.edu.pl](mailto:katanestz@sum.edu.pl)
  - b. contact with the Exercise Manager, Dr. Maja Copik e-mail address: [mcopik@sum.edu.pl](mailto:mcopik@sum.edu.pl)
2. Electronic correspondence with employees and SUM entities should be made from the student's e-mail account.
3. The student is obliged to read messages directed to his account in the domain [s...@365.sum.edu.pl](mailto:s...@365.sum.edu.pl).

VII. Disputes and issues not included in these regulations will be settled in accordance with the applicable regulations of studies at the Medical University of Silesia in Katowice, constituting Appendix No. 1 to Resolution No. 49/2022 of the Senate of SUM of June 29, 2022.

VIII. Depending on the current epidemic situation and the resulting Regulations of the Rector of SUM, it is possible to change the mode and form of conducting classes, credits and exams.

IX. The Regulations come into force on 01/10/2023

**KIEROWNIK**  
Katedry Anestezjologii i Intensywnej Terapii  
Śląskiego Uniwersytetu Medycznego w Katowicach  
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The signature of the Head of the Unit implementing the subject

*Prof. dr hab. n. med. Hanna Misiótek*

**PRODZIEKAN DS. STUDENCKICH**  
Wydziału Nauk Medycznych w Zabrze  
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