

## REGULATIONS FOR CLASSES IN THE SUBJECT MICROBIOLOGY OF ORAL CAVITY

For Students II year of dentistry studies conducted  
in Department of Microbiology and Immunology  
The Faculty of Medical Sciences in Zabrze  
in the academic year 2023/2024

Śląski Uniwersytet Medyczny w Katowicach  
Katedra i Zakład Mikrobiologii i Immunologii  
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Head of the Department Prof. dr hab. n. med. Zenon Czuba

Classes in the subject of **Microbiology of Oral Cavity** are conducted on the basis of 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 / she 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 theoretically 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 (General Data Protection Regulation),
  - 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. The student 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. The student should not: eat meals in the place where classes are conducted or bring unnecessary personal belongings, which should 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 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 § 15 of the *Regulations of Studies 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 the exam on the first date, obtaining an unsatisfactory grade on the first date of the exam.
8. The student has the right to attempt to pass the course before each next exam date.

## IV. Rules for completing the final course (exam)

1. The form of passing the final course of **Microbiology of Oral Cavity** is a test exam consisting of 50 questions.
2. During one day, the Student may take an exam or get a grade for one subject only.
3. The condition for taking the exam is getting credit for classes in the subject.
4. The date of the exam 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 an exam on the scheduled date results in receiving an unsatisfactory grade (applies to all dates of exams).
6. The thematic scope of the exam includes materials from lectures, seminars and exercises, as well as recommended literature.
7. The theoretical examination will be a written test examination carried out at the university or remotely.
8. According to *the Regulations of Studies at SUM*, in the case of test exams, passing is obtained after achieving 70% of correct answers.
9. In the event of an unsatisfactory grade in the examination, the Student is entitled to two exams resit.
10. 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.

11. 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 exam, which results in receiving an unsatisfactory grade by the Student. This fact is recorded in the exam report by the Examiner.
12. The exam includes the verification of learning outcomes in terms of knowledge and skills.
13. A positive grade obtained in the exam is final. Retake the exam in order to improve the positive grade obtained in the above-mentioned is unacceptable.
14. The results of the exam 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://mikroimm.sum.edu.pl>

## VI. Current administrative matters related to didactics

1. Matters related to didactics should be handled electronically;
  - a. contact with the unit's secretary office: e-mail address: [mikroimm@sum.edu.pl](mailto:mikroimm@sum.edu.pl),
  - b. contact with the Exercise Manager, Dr Mariusz Skiba, e-mail address: [mskiba@sum.edu.pl](mailto:mskiba@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.

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

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The signature of the Head of the Unit implementing the subject

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

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*dr hab. n. med. Andrzej Tomasz*

The signature of the Dean of the Faculty of Medical Sciences in Zabrze

**KIEROWNIK**  
Katedry i Zakładu Mikrobiologii i Immunologii  
Śląskiego Uniwersytetu Medycznego w Katowicach

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