

Rules for procedures of oral examinations/credits with the use of distant learning methods at the Medical University of Silesia in Katowice as agreed by the Vice-Rector for Academic Affairs and Deans of Faculties of the Medical University of Silesia in Katowice

I. General provisions

1. Terminology used in these Rules refers to the following:
 - 1) Regulations of Studies – Regulations of Studies constituting Annex No. 1 to Resolution No. 21/2019 of the Senate of the Medical University of Silesia of 24 April, 2019,
 - 2) Examiner – head of the organization unit or an academic teacher responsible for the examination/credit procedures in a given course,
 - 3) Examination Board – an examination board appointed by the Dean to carry out the committee examination referred to in the Regulations of Studies,
 - 4) Examination – form of final evaluation of the result of study achieved by a student in a given course comprised by the programme of studies, final verification of which is a grade awarded by the Examiner/Examination Board
 - 5) Credit - form of final evaluation of the result of study achieved by a student in a given course comprised by the programme of studies, final verification of which is a grade awarded by the Examiner/Examination Board or “credit with no grade”.
2. The examination/credit procedures are accomplished in the form of a videoconference in real time through the e-learning platform (<https://elearning.sum.edu.pl>) or application Microsoft Teams available from Microsoft Office 365 (<https://office.com>).
3. The examination/credit is carried out with the use of IT tools ensuring supervision and recording of the procedures.
4. Information about the scheduled date, time and platform on which the examination/credit procedures will be carried out shall be delivered to the students by the Examiner/Examination Board via e-mail at the domain @365.sum.edu.pl, at least 5 working days before the examination/credit date.

II. Responsibilities of the students

1. A student is obliged to:
 - 1) have an e-mail address in the domain @365.sum.edu.pl,
 - 2) get acquainted with the tutorial presenting the procedure for use of the examination systems (available from <https://student.sum.edu.pl/>),
 - 3) ensure access to computer facilities and to the Internet connection providing proper and undisturbed course of the examination/credit,
 - 4) declare orally before the Examination Board/Examiner acknowledgment of the *“Rules for procedures of oral examinations/credits with the use of distant learning methods at the Medical University of Silesia”*
 - 5) ensure and test performance of the own hardware used for remote examination/credit procedures (in particular the camera, microphone, speakers/headphones).

III. The examination/credit procedure

1. On the examination/credit date and at the scheduled time a student awaits access to the examination/credit provided by the Chairman of the Examination Board/Examiner and only then connects to the Examination Board/Examiner (a student may not start transmission on his own without explicit invitation from the Chairman of the Examination Board/Examiner).
2. The examination/credit procedure starts with verification of identity of the student taking the examination thorough visual examination of the document with a photograph (student's card or other document with the holder's photograph to prove identity). Persons holding no document to prove their identity shall not be admitted to the examination/credit procedures.
3. The Chairman of the Examination Board/Examiner decides on the beginning of the examination/credit procedures, about the time granted to deliver the answers and about termination of the examination/credit procedures.
4. A student draws the questions randomly by giving a question number. The member of the Examination Board/Examiner may ask the student additional questions within the scope of the selected question.
5. The Chairman of the Examination Board/Examiner decides on the amount of the questions drawn where all of the students are obliged to answer the same amount of the questions.

The contents of each question shall be presented to a student in an explicit and clear manner.

6. A student confirms orally before the Examination Board/Examiner that the contents of the question asked is consistent with the wording seen on the screen.
7. A student shall answer the questions on his own remaining in constant oral and visual contact with the members of the Examination Board/Examiner and must remain within the range of the camera throughout the examination/credit procedures.
8. During the examination/credit procedures a student is strictly forbidden to contact in person or through electronic devices with any outsiders and to use any supporting materials.
9. Should any connection failures occur preventing accomplishment of the examination/credit procedures, the student is obliged to document the problem (e.g., presenting the screen print containing information about the error which was displayed on his/her computer screen) and to deliver respective information to the e-mail address of the competent Dean's Office. Subsequent connection equals drawing a new question/set of questions. Any disputes shall be resolved by the Chairman of the Examination Board/Examiner.
10. Failure to deliver information referred to in paragraph 9 on the following working day at the latest brings action specified in § 14 par. 16 of the Regulations of Studies.

IV. Results of examination/credit procedures

1. Results of the examination/credit procedures are decided on by:
 - 1) the Examiner,
 - 2) the Examination Board appointed for committee examination.
2. The examination/credit procedures are documented pursuant the rules valid at the University.
3. The record is subscribed by all members of the Examination Board/Examiner. The Examiner/Chairman of the Examination Board or a person authorized by the above is responsible for delivery of the records to the Dean's Office.
4. A student will be notified about the result of the examination/credit via e-mail by the Examiner/Chairman of the Examination Board after termination of the examination/credit procedures.

V. Recording of the procedures

1. Recording of the image and sound during the examination/credit procedures is ensured by the Examination Board/Examiner with the use of functions available from systems referred to in point I par. 2.
2. In charge of recording is only the Examiner/Examination Board responsible for protection of the saved record from damage or disclosure to other persons.
3. A student must not record the examination/credit procedures.

VI. Final provisions

1. Failure to observe the rules specified in these regulations is grounds not carry out the examination/credit procedures as scheduled or to break it which is equivalent to the unsatisfactory grade. Such an occurrence shall be indicated in the examination/credit procedure record by the Chairman of the Examination Board/Examiner. The above shall not indemnify from disciplinary liability as defined by the Higher Education and Science Law.
2. Any matters not regulated by these rules are subject to provisions of the Regulations of Studies appropriately to the valid provisions of law as well as other internal regulations, including announcements issued with reference to prevention of SARS –CoV-2 pandemic.