

Rules for procedures of written 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

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 head of the unit (Chair, Clinical Department, Department) or the course coordinator (if the course is held in more than one unit) to carry out the test examination procedures,
 - 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 written examination/credit procedures are held with the use of:
 - a) the e-learning platform of the Medical University of Silesia (<https://elearning.sum.edu.pl>),
 - b) the examination platform “e-Tester” – only for tests (<https://etester.sum.edu.pl>).
3. The written examination procedures are carried out with the use of secured IT tools ensuring monitoring and recording of their course.
4. Information about the scheduled date time and platform on which the written 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 written examination/credit date.

5. Information referred to in par.4 shall also be provided by the Examiner/Examination board on the student service <https://student.sum.edu.pl>.

II. Responsibilities of the students

1. A student is obliged to:
 - 1) use the e-mail address in the domain @365.sum.edu.pl for correspondence purposes,
 - 2) get acquainted with the tutorial presenting the procedure for use of the examination systems (available from <https://student.sum.edu.pl>),
 - 3) ensure on his/her own the access to computer facilities and to the Internet connection providing proper and undisturbed course of the written examination/credit procedures,
 - 4) get acquainted with and observe strictly the *“Rules for procedures of written examinations/credits with the use of distant learning methods at the Medical University of Silesia”*.

III. The examination/credit procedure

1. The examination/credit procedures carried out with the use of distant learning methods and techniques may be entered only by students specified in the list of students admitted to that examination/credit.
2. A student is obliged to log on to the system where the examination/credit procedures are held.
3. For examination/credit procedures held on „e-Tester” examination platform, a student is obliged to use the access key and commence the examination/credit no earlier than the specified date and hour of the examination.
4. The access key (password) for examination is made available to the students at their accounts on @365.sum.edu.pl domain before starting the examination/credit procedures.
5. Access to the examination held on the e-learning platform of the Medical University of Silesia is possible only at the examination hour and date scheduled by the Examiner/Chairman of the Examination Board.

6. During the written examination/credit procedures a student is strictly forbidden to contact either in person or via electronic devices with any other persons or to use any supplementary materials.
7. Should the connection be lost for causes beyond the University capacities, evaluated is only the part of the written examination tasks accomplished before the failure occurrence and recorded by the system.
8. Should reconnection be established in circumstances referred to in par. 7, a student may continue the examination/credit procedures, however the time is not extended..
9. In well-justified cases, in circumstances referred to in par. 7, the Examiner/Examination Board may, following application placed by the student, decide to repeat the written examination/credit procedures. In the application a student must document the failure (e.g. enclosing the print screen of the error notice displayed on the computer screen) and deliver such information to the e-mail address of the appropriate Dean's Office.
10. Failure to deliver information referred to in par. 9 effects as specified in par. 7. .

IV. Results of examination/credit procedures

1. The written examination/credit procedures are documented pursuant the rules valid at the University. The template for the protocol is defined by the Dean of the Faculty.
2. The protocol is signed by all members of the Examination Board/Examiner. The Examiner/Chairman of Examination Board or a person authorized by the aforementioned is responsible for delivery of the records to the Dean's Office.
3. Results of examinations/credits are announced in the „Virtual Dean's Office” and on the website of the department in charge of the given course.

V. Recording of the procedures

1. The course of the examination/credit procedures is recorded by the University. Recording of the examination/credit procedures is understood as system logs ensuring verification of the successful logging time and electronic results of examination made available to the Teacher after its termination.

2. A student must not record the examination/credit procedures or distribute information on its course.

VI. Final provisions

1. Failure to observe the rules specified in these regulations is grounds not to carry out the written examination/credit procedures as scheduled or to break or annul it which is equivalent to the unsatisfactory grade for the written examination/credit. Such an occurrence shall be indicated in the examination/credit procedure record by the Chairman of 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 internal regulations of the University, including the Regulations of Studies, programmes of studies, Ordinance No. 75/2016 of 21 June, 2016 on rules of test examinations/credits held at the Medical University of Silesia in Katowice as amended provided they do not contradict any acts issued in regard with prevention of the spread of SARS –CoV-2 pandemic.
3. The Deans of Faculties are hereby obliged to ensure uniformity of examinations carried out within the Faculties structures.
4. The Dean of Faculty is competent to solve current concerns, including detailed decisions about the need to verify the assumed results of study with the use of distant learning methods and techniques.