### Department’s Internal Didactic Regulations

Wewnętrzny regulamin dydaktyczny jednostki

<table>
<thead>
<tr>
<th>obowiązujący w roku akademickim</th>
<th>valid in academic year</th>
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<tbody>
<tr>
<td></td>
<td>2020/2021</td>
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<table>
<thead>
<tr>
<th>pełna nazwa jednostki</th>
<th>full name of the Department</th>
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<tbody>
<tr>
<td></td>
<td>Department ofHistology and Embryology</td>
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<table>
<thead>
<tr>
<th>dane jednostki (e-mail, telefon)</th>
<th>contact to the Department (e-mail, phone no.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:kzhe@pum.edu.pl">kzhe@pum.edu.pl</a> +48 91 466 16 77</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>kierownik jednostki (stopień/tytuł, imię i nazwisko)</th>
<th>Head of the Department (academic title, name and surname)</th>
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<tbody>
<tr>
<td></td>
<td>Prof. dr hab. n. med. Barbara Wiszniewska</td>
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<tr>
<th>adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon)</th>
<th>Course coordinator (academic title, name and surname, e-mail, phone no.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine: Dr n. med. Aleksandra Wilk <a href="mailto:aleksandra.wilk@pum.edu.pl">aleksandra.wilk@pum.edu.pl</a> +48 91 466 16 81</td>
<td>Dolny Ślask: Dr. n. med. Dagmara Szypulska-Koziarska</td>
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<td><a href="mailto:dagmara.koziarska@pum.edu">dagmara.koziarska@pum.edu</a> +48 91 466 16 81</td>
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<table>
<thead>
<tr>
<th>kierunek studiów</th>
<th>field of study</th>
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<tbody>
<tr>
<td></td>
<td>Major: Medicine</td>
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<td>Major: Dentistry</td>
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<thead>
<tr>
<th>rok studiów</th>
<th>year of studies</th>
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<tbody>
<tr>
<td></td>
<td>I (1st and 2nd semester)</td>
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<tr>
<th>nazwa przedmiotu/przedmiotów</th>
<th>course/subject title</th>
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### §1

**Teaching Methods**

*Sposób prowadzenia zajęć*

1. The Cytophysiology, The Histology and embryology, The Histology, embryology and cytology courses include lectures, practical classes and seminars.
2. Taking pictures as well as video/ voice recording during classes is prohibited.

### §2

**Mode and forms of compensation of missed activities**

*Sposób i formy wyrównywania zaległości, w tym odrabiania zajęć na skutek nieobecności*
1. Presence during the lectures, seminars, and classes is obligatory.
2. Under justified circumstances (such as disease confirmed with doctor’s or Dean’s leave) or random cases, Student has the right to miss maximum 3 classes during one semester.
3. Absence during the lectures or the seminars means (is equal with) the absence during the classes.
4. Student who has missed the classes and/or seminars is obliged to:
   - if it is possible, attend missed classes and/or seminars with another group, excluding practical tests
   - inform the teacher about his previous absence and passed the missed material in a form indicated by the teacher (including practical test), the day Student appears after his absence
   - study the slides from the missed classes, before the practical test.

§3 Requirements for course completion in order to sit the credit of exam
Warunki i sposoby dopuszczania Studentów do zaliczeń i egzaminów

1. To be given credit from Cytophysiology course, Student needs to get a positive grade from final credit.
2. To be given credit from Histology and embryology, Histology, embryology and cytology course (which allows to take the exam) Student is obliged to pass 1st and 2nd semester.
3. Student passes the 1st or 2nd semester if:
   a. he reaches the average mark in each semester - at least 2.75 (calculated from marks received from small tests performed during classes)
   b. he achieves at least 3.0 from each of four cycle theoretical tests
4. Student who is not given the credit of the Histology and embryology, Histology, cytology and embryology course from 1st or 2nd semester (mzal) has the right to get one more chance to get the credit in the term indicated by the Department.
   Student with mzal has no right to attend the final exam at first term, until all the material is passed.
5. Student who fails both theoretical cycle tests in one semester (bzel; all three attempts of each test are failed) is not given a credit of the Histology and embryology, Histology, cytology and embryology course.
6. Student who gets the credit from both semesters is allowed to participate in the final exam in the first term.

§4 Principles of attending classes during the academic year*
Zasady dopuszczające Studenta do poszczególnych zajęć w danym roku akademickim*

1. Each Student of Histology and embryology, Histology, cytology and embryology course is obliged to be familiar with the material for the classes from the following topics (including development of particular tissues or organs). The Student’s knowledge of the subject will be evaluated by small on-line test (for mark) during the each classes.
2. The semestral average is calculated according to marks received from the small tests performed during classes.
3. Neither getting up the grades (even if the small tests are failed), nor the insight to the small on-line tests is allowed.
Forms of credits, exams
Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów

1. For Cytophysiology course received the credit will be performed in a form of on-line test.
2. For Histology and embryology, Histology, cytology and embryology course, each semester includes: 2 cycle theoretical tests - subjects in accordance with the schedule and 2 practical tests.

3. Theoretical cycle test:
   a. All the tests (including cycle tests and small tests) are performed as on-line tests during the classes of each group, according to the schedule. The test includes questions randomly chosen by the system. Each question contains 4 answers and 1 or more can be correct. The questions are based on the knowledge from the books, seminars, presentations. The answers are automatically counted and graded by the system.
   b. Student who misses the first term of the test has to deliver note (such as doctor’s leave or Dean’s leave) to the Department of Histology and Embryology. Otherwise one attempt will be lost. There is another term of each test for Students with doctor’s or Dean’s leaves.
   c. There are two re-takes of each of the cycle test, for Students who failed.

4. Practical test:
   a) All of the practical test are held during the classes for each group, according to the schedule and there is only one term for each practical test for each group. The aim of the practical test is to evaluate the Student’s knowledge concerning the morphology of the tissues/organs, and methods of staining, of the presented histological slides. If the Student does not attend the missed test, it is equal with failed test/-5 exam points from the practical test.
   b) During the test Student is given 5 slides to recognize and characterize, including:
      • 3 slides presented under different magnifications. Student is obliged to name: the tissue/organ, staining method and give characteristic features orderly.
      • 2 slides will be presented in high magnification only, without the possibility of changing the presented vision and magnification. Student is obliged to name: the structure/detail, staining method and give characteristic features orderly.
   c) For each of the practical test Student can be given from +4 to -5 exam points, that are collected during the whole histology course. At the end of the course, the points will be summarized and added/subtracted for/from the number of points achieved from the final theoretical exam, according to the §8. Tables containing the relevant scale in attachment.
   d) If the Student is absent at the practical test, according to the Department’s schedule, without Dean’s or doctor’s leaf, he is given -5 exam points. If the Student is absent at the practical test but he delivers Dean’s or doctor’s leave, Student is obliged to attend the practical test, the day that he appears after his absence (§ 8).

5. Final exam:
   a) Student can attend the final exam, in condition of having the credits from both semesters (§3).
   b) The final exam include practical and theoretical parts. Before theoretical part, Student is obliged to attend the practical part.
   c) To attend the final exam, Student need to certify his personality by the document with the photo. Before taking a seat, Student is obliged to leave all of the notes, books, electronical devices and other sort of prohibited items.
d) During the exam, Student is not allowed to communicate with others.

e) Breaking the abovementioned’ rules is equal with breaking the Regulation of the Study of Pomeranian Medical University.

**PRACTICAL EXAM**

The aim of the practical test is to evaluate the Student’s knowledge concerning the morphology of the tissues/organs, and methods of staining, of the presented histological slides.

a) During the exam 10 histological slides are presented, including:
   - 6 slides are presented under different magnifications. Student has to recognize the tissue/organ type, staining method and describe the general histological structure of the tissue/organ, orderly.
   - 4 slides are presented only under high magnification, without the possibility of changing the magnification and the vision. Student has to recognize and describe indicated histological detail/structure.

b) During the exam Student can achieve from +6 to -7 exam points, that will be added/subtracted to/from the number of points achieved from the final theoretical exam. Tables with the relevant scale in attachment.

**FINAL THEORETICAL EXAM**

a) The 1st term and 1st re-take are held in the form of *on-line* test. Theoretical exam contains randomly chosen (by system) questions. Each question contains 4 answers and one or more answers can be correct. The answers are automatically counted and graded by the system.

b) The 2nd re-take is held in oral form.

c) The second retake can be performed as the Commission Exam on the Student’s, examiner’s or Dean’s request.

§6

**Circumstances of exemption from credits or exams**

*Warunki zwalniania z niektórych zaliczeń lub egzaminów*

1. Student may be exempted from the final examination (both parts - practical and theoretical) if:
   - He achieves the average mark at least 4.35. The final average is calculated from 6 marks:
     - average obtained from all small tests from 1st semester
     - average obtained from all small tests from 2nd semester
     - 4 marks from cycle theoretical tests (I, II, III, IV). The mark from the cycle test- is the average of the all terms (including retakes).

   **Condition:** Student has to participate in theoretical tests in first scheduled date (no justified absence, even doctor’s leave). Student is not allowed to achieve “minus exam points” at any practical test.

2. Student is allowed to resign from the exemption from exam while resigning from achieved mark, which is equal with attending to practical and theoretical exam.

§7

**Form of admission to the pre-scheduled examination, referred to § 32 point 8 of Rules & Regulations of PUM**
Warunki dopuszczenia Studenta do egzaminu w tzw. przedterminie, o którym mowa w § 32 ust. 8 regulaminu Studiów

1. The preterm is tantamount with the exemption from the exam (both parts - practical and theoretical) – see § 6.

§8
Assessment criteria
Kryteria oceniania

1. Theoretical test (cycle test)
The condition of passing the theoretical test is to properly answer 75% of questions. Each question contains 4 answers and 1 or more can be correct. Therefore, for each question Student can achieve from 0 to 4 points.

2. Practical test
During the practical test, Student is given 5 slides to recognize and characterize. For the practical test Student can gather from +4 to -5 exam points, added or subtracted to/from the number of points achieved during theoretical exam, according to the following criteria:

- 0.25 point for the correct recognition of the slide;
- 0.75 point for the correctly recognized staining and characteristic described orderly.

Points are counted only in case of proper recognition of the particular slide. For each of the presented slides, Student can achieve maximum of 1 point. Tables with scale in attachment.

3. Practical exam
During the practical exam, Student is given 10 slides to recognize and characterize. For the practical exam Student can gather from +6 to -7 exam points, added or subtracted to/from the number of points achieved during theoretical exam, according to the following criteria:

- 0.25 point for the correct recognition of the slide;
- 0.75 point for the correctly recognized staining and characteristic described orderly.

Points are counted only in case of proper recognition of the particular slide. For each of the presented slides, Student can achieve maximum of 1 point. Table with scale in attachment.

4. Theoretical exam
The condition of passing the theoretical exam is to properly answer 75% of questions. Each question contains 4 answers and 1 or more can be correct. Therefore, for each question Student can achieve from 0 to 4 points (§ 8).

5. Getting a credit with a grade of the Cytophysiology
Student will get the positive mark if He achieves at least 75% of correct answers of the final test. Each question contains 4 answers and 1 or more can be correct. Therefore, for each question Student can achieve from 0 to 4 points.
§9

Additional

(if specific nature of the subject requires extra information, please add it as a next points of this Regulations)

Inne

(żeżeli specyfika przedmiotu wymaga zamieszczenia w regulaminie dodatkowych informacji proszę o zapisanie ich w kolejnych punktach regulaminu)

1. For Students who repeat the 1st year (for the 1st time): The mark will be rewritten for Student who has already passed the practical and theoretical exam from the (i) Histology, Embryology and Cytophysiology; (ii) Histology, Embryology and Cytology.

<table>
<thead>
<tr>
<th>stamp of the Department</th>
<th>stamp and signature of the Head of the Department</th>
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<tr>
<td>pieczątka jednostki</td>
<td>pieczątka i podpis Kierownika jednostki</td>
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<tr>
<th>stamp and signature of Students' Parliament Representative</th>
<th>stamp and signature of the Dean</th>
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<tr>
<td>pieczątka i podpis Samorządu Studentów</td>
<td>pieczątka i podpis Dziekana</td>
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*jeżeli specyfikacja przedmiotu tego wymaga (if the specification of the subject requires)

**niepotrzebne skreślić (delete)