

Internal teaching regulations of the unit for students of medicine

valid for the academic year	2020/2021
full name of the unit	Department of Anaesthesiology, Intensive Care and Emergency Medicine
Unit details (e-mail, telephone)	tel. 91 425 3581; e-mail: cluw@pum.edu.pl
head of unit (position /title, name)	dr hab. n. med. Cezary Pakulski,
teaching assistant professor/person responsible for teaching in the unit (position, name, e-mail, telephone)	dr hab. n. med. Cezary Pakulski, tel. 91 425 3581; e-mail: cluw@pum.edu.pl
field of study	Medicine
year of study	IV, V, VI
Course(s) title	PREHOSPITAL EMERGENCY PROCEEDINGS IN MASS EVENTS- elective, year IV EMERGENCY MEDICINE (year V), MEDICAL RESCUE FACILITIES - elective (year V) emergency medicine (year VI)

§1

Manner of conducting classes

1. The cycle of classes consists of practical classes and/or seminars, according to the timetable drawn up by the Department of Analyses, Planning and Accounting for Teaching at PUM.
2. For organisational reasons (a large number of simultaneous classes with students of different fields of study), the practical classes are carried out in two sessions: in the morning (08.30-12.30) and in the afternoon (12.45-16.45).
3. Student attendance at practical classes/seminars is mandatory.

§2

Methods and forms of making up for missed classes, including making up for absences

1. Students are required, within a maximum of 14 days, to excuse their absence by presenting a photocopy of their medical or dean's leave of absence, or in random situations, a written excuse prepared by them describing the circumstances of their inability to attend classes.
2. In the absence of an excuse for absence within the prescribed period, the student will not receive credit for the course.

3. The excuse shall be given by the academic teacher conducting the classes, who shall indicate the date and form of assessment of the knowledge or skills covered during the excused absence.
4. The forms of the aforementioned class crediting accepted in the unit are the student's participation in classes on the same topic in another practical classes group (e.g. afternoon practical classes session or relevant classes within the next block), and in an exceptional situation - a test (10 questions concerning the topic of the classes, with a required success threshold of 7 correct answers).

§3

Conditions and ways of admitting students to credits and examinations

1. In the absence of an excuse for absence within the period specified in §2, para. 1, a student does not receive credit for the course.
2. Absence of a student from classes for more than $1/3$ hours results in failing the course.

§4

Rules for admitting students to specific classes in an academic year*

1. Students who are late for classes by more than 15 minutes may not attend classes. However, students whose lateness is due to a fortuitous situation (e.g. breakdown of a tram or bus line, etc.) are allowed to participate in classes, provided that it does not exceed 30 minutes of the class period.
2. It is compulsory to wear clean uniforms and changeable shoes during practical classes. Outerwear must be left in the cloakroom. Those who are not prepared will not be allowed to start classes.

§5

Conditions and methods for awarding course credit and conducting examinations

1. The course PRE-HEALTH CARE IN MASS ACCIDENTS (elective) is completed with a graded credit. A positive crediting is determined by the fact of attendance at all classes, active participation in the conducted practical classes and the range of knowledge and skills presented. A student who did not manage to obtain a positive graded credit may retake it twice, which will consist in the preparation of an essay on a topic indicated by the teacher.
2. The course RESCUE MEDICINE is completed by an exam in the form of a one-choice test - the student answers 30 questions within 30 minutes (exam in the first week of the summer exam session). A positive grade is obtained by obtaining at least 70% of correct answers. A student who has not managed to obtain a positive grade in the examination on the first date has the right to re-sit the examination twice. The first re-sit date will be set in the first week of the examination re-sit session. The second re-sit date will be set in the last week of the re-sit examination session. All three forms of examination are the same. Following an order issued by the University authorities, an examination may be conducted using electronic means.
3. The course MEDICAL RESCUE CLASSES (elective) is completed with a graded credit. A positive crediting will be determined by the fact of attendance at all classes,

active participation in the conducted practical classes and the scope of knowledge and skills presented. A student who did not manage to obtain a positive crediting of the course has the right to retake it twice, which will consist in the preparation of an essay on a topic indicated by the teacher.

4. The course RESCUE MEDICINE (year VI - practical) shall be completed by an oral examination with elements of a practical examination, Verified bying theoretical and practical skills of performing standard medical procedures and complex medical classes listed in the *STUDENT INTERNSHIP LOGBOOK*. The examination takes place at the end of the block on a date agreed by the candidates and the examiner. The grading criteria for the examination are: (-) basic knowledge of the procedure/classes drawn; (-) planning and organisation of work; (-) correctness of completion of the examination task; (-) knowledge of the drugs required to be used to perform the drawn medical procedure/classes. A positive grade is determined by the correct execution of both drawn medical procedures/classes. A student who did not manage to obtain a positive grade in the exam on the first date has the right to re-sit the exam twice. The first re-sit date will be set in the first week of the re-sit examination session. The first re-sit date may be set during the semester with another group of students (upon prior arrangement with the examiner). The second re-sit date will be set in the last week of the re-sit examination session. All three forms of examination are the same.
5. The fact of having completed the course will be confirmed by an appropriate entry in the student's Transcript of Records. The deadline for making entries is the first Monday after submitting the Transcript of Records to the office of the study unit.

§6

Conditions for exemption from certain credits and examinations

1. Students are not exempted from the examination in the course RESCUE MEDICINE (year V) and from completing the elective course MEDICAL RESCUE CLASSES. A student who won the first, second or third place in the National University Competition in Emergency Medicine is entitled to an exemption from the examination in the course RESCUE MEDICINE (year VI).

§7

Conditions for allowing a student to take an examination in the so-called "early exam" referred to in § 32 para. 8 of the Study Regulations

1. There is no provision in the unit for a student to be allowed to sit an examination in what is known as an early exam.

§8
Grading criteria

1. The grading scheme for the examination in the course RESCUE MEDICINE (Year V) is as follows:
- 70% - 75% - 3.0 (satisfactory);
 - 76% - 81% - 3.5 (above satisfactory);
 - 82% - 90% - 4.0 (good);
 - 91% - 94% - 4.5 (above good);
 - 95% - 100% - 5.0 (very good).

§9
Other

1. During the final exam (RESCUE MEDICINE - year V) it is strictly forbidden to possess telephones, tablets and other electronic devices (Decision No. 71/2012 of the Rector of PUM), including recording devices. Possession of any of these electronic devices is tantamount to finishing the exam with a failing grade.
2. The Regulations are valid for the academic year 2020 / 2021

<p>..... stamp of the unit</p>	<p>..... stamp and signature of the Head of Unit</p>
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<p>Opinion: Positive / Negative **</p>	<p>Approved by:</p>
<p>..... stamp and signature Student Government</p>	<p>..... stamp and signature of the Dean</p>

*if the course specification so requires

** delete as appropriate