

Wewnętrzny regulamin dydaktyczny jednostki
Department's Internal Didactic Regulations

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| Obowiązujący w roku akademickim <i>valid in academic year</i> | 2023/2024 |
| Pełna nazwa jednostki <i>full name of the Department</i> | Department of Biology and Medical Parasitology |
| Dane jednostki (e-mail, telefon) <i>contact (e-mail, phone no.)</i> | e-mail: biologia@pum.edu.pl , tel. 91-466-1672 |
| Kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department</i> <i>(academic title, name and surname)</i> | Prof. dr hab. Elżbieta Kalisińska |
| Adiunkt dydaktyczny (stopień, imię i nazwisko, e-mail, telefon) <i>Course coordinator (academic title, name and surname, e-mail, phone no.)</i> | Dr Karolina Kot, e-mail: kotkar@pum.edu.pl , tel. 91-466-1672 |
| Kierunek studiów <i>field of study</i> | Dentistry |
| Rok studiów <i>year of studies</i> | I |
| Nazwa przedmiotu/przedmiotów <i>course/subject</i> | Biology |

§1

Sposób prowadzenia zajęć
Teaching Methods

1. The course of *Biology* covers 30 hours including 10 hours of lectures (7 hours of traditional lectures and 3 hours of online lectures) and 20 hours of practical classes.

§2

Sposób i formy wyrównywania zaległości, w tym odrabiania zajęć na skutek nieobecności
Mode and forms of compensation of missed activities

1. Both lectures and practical classes are obligatory.
2. Every potential absence **must** be justified to the teacher (sick leave (with doctor stamp) or dean's leave) conducting the class within one week after the absence. **Two justified absences** are allowed.
3. Absences from classes may be made up in the same week with another student group (with the consent of the teacher)
4. If you miss a class or lecture, you are obliged to learn the material from the missed lectures or practical classes on your own. Checking the knowledge of the missed class will take place at the nearest class in a written or oral form.
5. If you miss three practical classes or lectures, you will not be able to finish the course: you will be excluded from the final test and you will not receive a credit. In the case of non-medical reason absences they may be excused only after receiving an appropriate document from the Dean (prepared on the student request).

§3

Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów *Requirements for course completion in order to sit the credit test or exam*

1. The realization of each exercise requires documentation with drawings of the observed parasites.
2. You may only take the final test after passing all partial tests, practical test (parasite identification on slides), unannounced tests and presentation by at least one week prior to the date of the final test, attendance at classes and lectures in accordance with §2.

§4

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

1. You are obliged to attend classes on time. If you are late for more than 20 minutes, the class will be considered an absence.
2. The student is obliged to come to classes prepared from the material presented on the class due to the possibility of checking the knowledge on an unannounced test (one problem question).
3. Every student is obliged to keep written documentation of the practical part of the studies (lab classes). This documentation will be checked systematically in order to oblige students to have their notebooks with them at every lesson (documentation of exercises on electronic devices will not be accepted).
4. During the classes, an outfit adapted to the place and circumstances is required. There are generally applicable rules of behavior and dress. It is not required to come to the class in medical aprons and replacement shoes. An official uniform is required for the final test.
5. The student cannot participate in the classes or will be dismissed from them in the event of improper behavior contrary to the University regulations, behavior disrupting the conduct of classes, threatening health, life, or property, as well as in the event of a gross lack of personal culture in relation to the teacher or other people attending in class. Not admitting to classes or asking them to leave them in cases where mentioned above is tantamount to absence from classes.

§5

Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów *Forms of credits, exams*

1. You will have three partial tests during the semester: **two theoretical** (single choice) and **one practical** (parasite identification on slides). The first theoretical test will consist of 20 questions (test time 20 min.), while the second test will contain 10 questions (10 min.). The passing limit is 60% correct answers. It is not possible to correct a test with a positive result in order to obtain a better grade.
2. You will have 3 opportunities to pass each test (2 resit tests). The first date is given in the schedule on the board and at the Department's website. The dates of resit tests need to be agreed with the teacher.
3. During one exercise, students (in groups of 2-3 people) present their own 10-minute speeches on specific topics in PowerPoint, as well as prepare them in writing. Each such presentation and manuscript is subjected to substantive and formal evaluation.
4. After the end of the course, there will be a final test in the form of a single-choice test (50 questions, including 30 from the lecture material and 20 from the classes material; 55 min.).
5. A student with an absence without leave at the final credit and the designated retake final credits receives an unsatisfactory grade. The excuse note should be provided by the student or a person authorized by him within a week from the date of the final credit test.
6. You can resit the final test two times. At the request of the Head of the Department or students entering the third term of credit, the final credit may take the form of a commission credit. In

exceptional cases, the Head of the Department may set a fourth term of credit. The general rules of a commission credit are set out in the Rector's Order.

7. The results of the final test will be presented to students via the IT system (Virtual Dean's Office) within 5 working days from the date of the date of the final test.

§6

Warunki zwalniania z niektórych zaliczeń lub egzaminów

Circumstances of exemption from credit tests or exams

1. You may not be exempted from any final tests.

§7

Warunki dopuszczenia studenta do egzaminu w tzw. przedterminie, o którym mowa w § 32 ust. 8 regulaminu Studiów

Form of admission to the pre-scheduled examination, referred to § 32 point 8 of Rules & Regulations of PMU

1. Not required.

§8

Kryteria oceniania

Assessment criteria



1. Students may only take the final test after passing all partial tests, unannounced tests and presentation, at least one week prior to the date of the final test.
2. The test will be a single-choice test (the passing limit is 60% correct answers). It will cover the material presented during lectures and classes: 30 and 20 questions each, respectively. Following scale will be used: 30-33 points 3.0; 34-37 points 3.5; 38-41 points 4.0; 42-45 points 4.5; 46-50 points 5.0.

§9

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Additional

1. During tests and examinations, the students are not allowed any electronic devices enabling telecommunication with other persons. If the behaviour of a student gives rise to the justified suspicion that the student might have such a device, or if such a device is found on a student during a test or examination, the consequences set forth in the "Rules and Regulations of Studies at the Pomeranian Medical University in Szczecin" shall apply.

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|  <p>POMORSKI UNIWERSYTET MEDYCZNY W SZCZECINIE KATEDRA BIOLOGII I PARAZYTOLOGII MEDYCZNEJ 70-111 Szczecin, al. Powstańców Wlkp. 72 tel. +48 91 466 1672, fax +48 91 466 1671</p> <p>.....</p> <p>pieczętka jednostki <i>stamp of the Department</i></p> | <p>KIEROWNIK Katedry Biologii i Parazytologii Medycznej <i>E. Kalsińska</i> prof. dr hab. n. biol. Elżbieta Kalsińska</p> <p>.....</p> <p>pieczętka i podpis Kierownika jednostki <i>stamp and signature of the Head of the Department</i></p> |
| <p>Opinia: <i>Opinion:</i></p> <p>Pozytywna / Negatywna**</p> | <p>Zatwierdzam: <i>Approved by:</i></p> |
|  <p>POMORSKI UNIWERSYTET MEDYCZNY W SZCZECINIE PARLAMENT STUDENTÓW 70-204 Szczecin, ul. Rybacka 1 pspu/m@pum.edu.pl</p> <p><i>Zembin</i></p> <p>.....</p> <p>pieczętka i podpis Samorządu Studentów <i>stamp and signature of Students' Parliament Representative</i></p> | <p>PRODZIEKAN Wydziału Medycyny i Stomatologii Pomorskiego Uniwersytetu Medycznego w Szczecinie</p> <p><i>Aleksandra Gawlikowska-Stoka</i> dr hab. n. med. Aleksandra Gawlikowska-Stoka</p> <p>.....</p> <p>pieczętka i podpis Dziekana <i>stamp and signature of the Dean</i></p> |

*jeżeli specyfikacja przedmiotu tego wymaga (*if the specification of the subject requires*)

**niepotrzebne skreślić (*delete as not appropriate*)

