

Department's Internal Didactic Regulations

<i>valid in academic year</i>	2023/2024
<i>full name of the Department</i>	The Independent Laboratory of Pharmacokinetic and Clinical Pharmacy
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<i>Head of the Department (academic title, name, and surname)</i>	Ph. D., D.Sc. Maria Dąbkowska
<i>Course coordinator (academic title, name and surname, e-mail, phone no.)</i>	Ph. D., D.Sc. Maria Dąbkowska maria.dabkowska@pum.edu.pl ; 91 815 10 16
<i>field of study</i>	Medicine/Asklepios
<i>year of studies</i>	I
<i>course/subject title</i>	Medical Chemistry

§1

Teaching methods

1. Classes in the subject of "Chemistry" include 10 hours of lectures in the form of e-learning, 5 hours of seminars and 15 hours of laboratory exercises carried in the winter semester.

§2

Mode and forms of compensation of missed activities

1. Attendance at lectures, seminars and laboratories is mandatory.
2. Justification of absence can be honored only from official sources (medical certificates, certificates from the Dean's office)
3. During the semester student may, in random situation, leave 1 compulsory classes. Missing more classes, regardless of the reason, prevents from completing a credit. In exceptional cases (long-term illness), the decision about the form of making up for the classes is made by the Head of the **Independent Laboratory of Pharmacokinetic and Clinical Pharmacy**, Ph. D., D.Sc. Maria Dąbkowska.
4. Justification of absence from classes should be given in the first class after the absence.
5. Student is obliged to pass the absence (regardless of the reason) during obligatory classes with teaching assistant within the time set by the schedule. The test includes a verbal and oral response to the topic of the laboratory or seminar.
6. Abandoned lecture must be completed within the time and form specified by the lecturer.

§3

Requirements for course completion in order to sit the credit of exam

1. The conditions for obtaining a credit will be:
 - a. confirmed attendance in all classes,
 - b. collects the minimum required number of points for tests, pretests, and laboratories
2. In case of not obtaining the required points to obtain the credit signature, the student has a right to take each retake twice (a theoretical and a computational test).
3. The date of the first retake test will be at the time provided by the timetable.
4. The date of the second retake (the last) will be held three weeks after the first retake.
5. Student with no minimum number of points from laboratory sessions must make up the lab indicated by teaching assistant in time provided in timetable.
6. In exceptional cases, the Head of the Department may consent to the student taking the exam at an additional time.
7. If the student was not admitted to the final test due to failure to complete the course, it is equivalent to missing the deadline, and the unsatisfactory grade will be entered into the protocol.
8. If the student did not take the final test on time without justification, it is equivalent to missing the date.
9. Justification - a medical certificate, confirmed hospital stay, or an actual random event - should be submitted to the examiner and the dean's office seven days after the final test date.

§4

Principles of attending classes during the academic year*

1. The student will not be admitted to the classes if they are late for more than 20 minutes and in the absence of the necessary clothing, i.e., a white cotton lab coat with long sleeves and low-heeled shoes.
2. The student will not be admitted to the classes or will be asked to leave the classes in the event of inappropriate behavior contrary to the study 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 concerning the teacher or other people participating in the classes.
3. Not admitting to the classes or asking them to leave the classes in the cases mentioned above is equivalent to an unexcused absence from the classes.
4. Preparation for the classes includes knowledge of theoretical issues related to the subject of the laboratory (according to the information on the Teams).
5. Laboratory classes will be preceded by written pretest, from the current topic of the course, consisting of three questions. For all correctly answered questions, the student obtains 4 points - two questions scored for 1 point and one question scored for 2 points.
6. Suppose the required minimum number of points from the entry tests is not obtained. In that case, the student is obliged to pass them in writing, making up all theoretical material for all exercises, within the time limit set by the assistant.
7. A physically disabled person should participate in classes with a personal assistant assigned by the university coordinator for disabled people.

§5

Forms of credits, exams

1. During the semester, a written Final Test will be conducted, consisting of a Theoretical and a Computational test.
2. A theoretical test consists of thirty questions covering the topics of lectures, seminars, and issues during the implementation of laboratory classes. For each correctly answered question, 1 point is obtained. A theoretical test is in the form of a mixed test: it contains

seemingly multiple-choice questions (multiple choice with one correct answer) and single choice questions. The time devoted to solving each question will be adapted to the test form (stationary or online at the Test Exams Center).

3. The computational test consists of five computational tasks. The total time to solve computational tasks is 25 minutes.
4. Student may receive from 1 to 3 points for correctly performed laboratory exercises and written report. The total number of possible to receive points for performing laboratories classes is 15. All laboratories require the presentation of a written report.
5. During the tests students are prohibited from having electronic devices that allow them to communicate with other people at a distance. Possession of such an equipment during the tests will result in dismissed and the insufficient assessment of the subject or failing to do so within the given time. Every statement of the occurrence of the aforementioned circumstances will result in referring the matter to the disciplinary ombudsman for students.

§6

Circumstances of exemption from credits or exams

1. The condition for the transfer of classes in another organizational unit of the parent institution or outside the parent institution, including foreign universities, in place of the credits assigned to the occupations and practices specified in the study plan, is the concurrence of the obtained learning outcomes.

§7

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

Not applicable

§8

Assessment criteria

1. The required number of points to pass test is 60% (18 points).
2. The required number of points to pass seminars is to positively solve 3 computational tasks (3 points, 60% of the total score).
3. The required number of points to pass laboratory is to obtain 60% of the total score (9 points). The assessment criteria, individual for each class, are described in the "Plan" available on the Department's website and posted on the information board.
4. The required number of points to pass all pretest is to obtain 60% of the total number of points (12 points). Each pretest must be credited at least 2 points.
5. There is an option to receive extra points for the student who has completed the introductory / summer Chemistry course. The condition for receiving points is to finish the entire pre-course by providing the correct answers at the level between:
 - a) 60% and 69%; the student will receive 1 point
 - b) 70% and 79%; the student will receive 2 points
 - c) 80% and 100%; the student will receive 3 points.
6. A student who has obtained the number of points required in point 1-4 receives a grade in the subject "Medical Chemistry" according to the following criteria:

Number of points	Grade
below 42	insufficient/failed
42- 47	sufficient
48 - 52	satisfactory
53 - 58	good
59 - 64	very good
above 65	excellent

§9
Additional

1. The student has the right to inspect his / her test within 7 days from the date of writing. The date for viewing the tests will be set by the person responsible for the credit.

<p>.....</p> <p>.....</p> <p>pieczęć jednostki <i>stamp of the Department</i></p>	<p>.....</p> <p>.....</p> <p>pieczęć i podpis Kierownika jednostki <i>stamp and signature of the Head of the Department</i></p>
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<p>Opinia: <i>Opinion:</i></p> <p>Pozytywna / Negatywna** <i>Positive / Negative</i></p>	<p>Zatwierdzam: <i>Approved by:</i></p>
<p>.....</p> <p>.....</p> <p>pieczęć i podpis Samorządu Studentów <i>stamp and signature of Students' Parliament Representative</i></p>	<p>.....</p> <p>.....</p> <p>pieczęć 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*)