

Załącznik
 do Zarządzenia Nr 52/2017

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Department's Internal Didactic Regulations

<i>valid in academic year</i>	2023/2024
<i>full name of the Department</i>	I & II Chair and Department of Ophthalmology
<i>contact to the Department (e-mail, phone no.)</i>	oko1@pum.edu.pl, 91/48-38-600, fax. 91/466-13-47 oko@pum.edu.pl, 91/466-12-93, fax. 91/466-12-94
<i>Head of the Department (academic title, name and surname)</i>	Prof. Anna Machalińska MD PhD FEBO Prof. Wojciech Lubiński MD PhD FEBO
<i>Course coordinator (academic title, name and surname, e-mail, phone no.)</i>	Prof. Monika Modrzejewska MD PhD
<i>field of study</i>	Faculty of Medicine & Stomatology
<i>year of studies</i>	3
<i>course/subject title</i>	Ophthalmology

§1 Teaching Methods

Exercises Take place at the I & II Chair and Clinic of Ophthalmology of the Pomeranian Medical University in Szczecin, SPSK 2, al. Powstańców Wlkp. 72, tel. 91-466-12-93/ 91-48-38-600

according to the timetable issued by the Education Department.

1. Lectures take place in different units of PUM in Szczecin.
2. The timetable of exercises and lectures and their topics are hung on the information table in front of the conference room as well as on our website.
3. Students are obliged to be prepared for every exercise and lecture in terms of theoretical issues as scheduled in the timetable.
4. During courses students must wear white doctor gowns and protective footwear in the I & II Chair and Clinic of Ophthalmology.
5. Allotment to specific exercise groups is done randomly based on lists of students obtained from the Dean.

6. During exercises the theoretical knowledge and practical skills will be evaluated. It is required to have a general knowledge concerning ocular emergencies, the diagnosis and basic treatment of eye diseases as well as dealing with the visually impaired patient.

§2

Mode and forms of compensation of missed activities

1. Attendance during All lectures and exercises is obligatory.
2. Two attempts to pass an exercise are allowed.
3. It is obligatory to pass all non-attendant exercises in the course of one week from the moment of absence (with the designated assistant). The terms and time when to make up for an absence or to try to pass an exercise should be established individually.
4. Unjustified absences during more than 2 exercises will require repeating the entire course of ophthalmology during the next training course.
5. Absence during exercises and lectures need to be justified.
It is required to pass or make up for all missed exercises (with the assistant or lecturer who conducted the exercises and seminars – no later than August 31, 2023. Each the time the failed exercises and seminars should be establishment individually.
6. The student will not be admitted to the following cases:
 - a) being late for classes over 20 minutes;
 - b) lack of the necessary clothing required for the classes;The student will not be admitted to the classes or will be left with them dismissed in the event of inappropriate behavior contrary to the regulations studies or other applicable at the university / hospital / clinic regulations, behavior disturbing the conduct of classes, endangering health, life or property, as well as in the event of a gross concern lack of personal culture in relation to the teacher or others people taking and participating in activities. This is tantamount to unexcused absence from classes.

§3

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

1. To pass the course in ophthalmology it is necessary to pass all exercises and attend all lectures or to pass an oral exam based on the material presented during the lecture.

§4

*Principles of attending classes during the academic year**

1. The student should appear for classes at the appointed time, no later than twenty minutes from the appointed time. When appearing for classes, he should be properly dressed, and in the case of practical exercises, he should have a doctor's apron and appropriate variable footwear approved for use by hospital employees.

§5

Forms of credits, exams

1. An oral exam is conducted by the designated assistant. Attendance at all lectures is necessary.
2. Three questions are asked. To pass, you must answer at least two questions.
3. The student is obliged to complete the course by September 15 of a given academic year.
4. The dates of final credits are set by the head of the Clinic in consultation with the year's starost. During one day, the student should take only one final credit.
5. The break between final credits in individual subjects should be at least one day.
6. The results of the final course credits are communicated to students in the University's IT system within 5 working days from the date of the crediting.

§6

Circumstances of exemption from credits or exams

N/A

§7

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

N/A

§8

Assessment criteria

1. The student's activity during the exercises and the level of preparation is evaluated.
2. The student's contact with patients is evaluated.
3. The following ratings apply:

- a) very good - 5.0;
- b) over goods - 4.5;
- c) good - 4.0;
- d) quite good - 3.5;
- e) sufficient - 3.0;
- f) insufficient - 2.0;



4. A negative grade is an unsatisfactory grade and the entry "no credit". The remaining grades from satisfactory and the entry "passed" are positive grades.
5. If the student receives an unsatisfactory grade in the final examination of a subject, the student has the right to take a re-sit examination at least twice. The break between the first final exam date and the first resit exam cannot be less than 5 business days.
6. The second final resit examination of a course may be a commission examination at the request of the student, examiner or dean.
7. The break between the dates of resit tests for final subjects should be at least two days.
8. Final examination by a commission - detailed rules will be specified in the Rector's Order.

§9

Additional

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

1. While talking the exam you must not have any electronic devices with you - issued by PUM Rector.

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<p style="text-align: center;"><i>Opinion:</i></p> <p style="text-align: center;"><i>Positive / Negative</i></p>	<p style="text-align: center;"><i>Approved by:</i></p>

<p>.....</p> <p><i>stamp and signature of Students' Parliament Representative</i></p>	<p>.....</p> <p><i>stamp and signature of the Dean</i></p>
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**if the specification of the subject requires*

***delete as not appropriate*