

## Wewnętrzny regulamin dydaktyczny jednostki

### Department's Internal Didactic Regulations

obowiązujący w roku akademickim <i>valid in academic year</i>	2023/2024
pełna nazwa jednostki <i>full name of the Department</i>	Samodzielna Pracowni Biostatystyki
dane jednostki (e-mail, telefon) <i>contact to the Department</i> ( <i>e-mail, phone no.</i> )	e-mail: biostat@pum.edu.pl
kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department</i> ( <i>academic title, name and surname</i> )	prof. dr hab. n. med. Krzysztof Safranow
adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon) <i>Course coordinator (academic title, name</i> <i>and surname, e-mail, phone no.)</i>	dr n. tech. inż. Janusz Paweł Kowalski-Stankiewicz e-mail: biostat@pum.edu.pl
kierunek studiów <i>field of study</i>	applies to students of the Faculty of Medicine, Faculty of Medicine and Dentistry
rok studiów <i>year of studies</i>	I-VI
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	subjects taught by Samodzielna Pracownia Biostatystyki

### §1

#### Sposób prowadzenia zajęć *Teaching Methods*

1. Didactic process is realized in the form of lectures and classes, according to the curriculum of the course of studies:  
Basic computer science with biostatistics 25 hours,  
Computer science with biostatistics 25 hours.

### §2

#### Sposób i formy wyrównywania zaległości, w tym odrabiania zajęć na skutek nieobecności

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

1. Absence from classes must be approved according to the Regulations of Studies at the Pomeranian Medical University in Szczecin.
2. Approved absence must be made up in the form and at the time specified by the teacher, except the case described in § 26 item 4, 5 and 6 of the Regulations of Studies at the Pomeranian Medical University in Szczecin. The writing test of the material covered in abandoned class as a form of making up for the absence is accepted.
3. Unauthorized absence implies the writing test of the material covered in abandoned class.

### §3

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

1. Test of the assumed education outcome is possible after making up the backlog resulting from the absence and obtained positive completion of all tests and other forms of knowledge check, which took place during the entire module
2. Student, who has obtained credit for a subject, may take an examination.

#### **§4**

#### **Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim\***

##### *Principles of attending classes during the academic year\**

1. Students are required to attend all seminars and classes in their own group in accordance with the timetable. In special cases, the head of a university department/course coordinator may agree to attend classes with another student's group.
2. Student, who complies with the following conditions, may attend seminars and classes:
  - a. Student is obliged to actively participate in didactic process.
  - b. Being late for classes does not exceed 20 minutes.
  - c. The use of computers inconsistent with the subject matter of the course, during classes is forbidden.
  - d. It is forbidden to change computer configurations.
  - e. Entering to the classrooms food or drinks in the open form, eating, drinking or chewing gum is not allowed.
  - f. During classes any electronic communication devices must be switched off.
  - g. Outer coverings must be left in the cloakroom, if available.
3. The student will not be allowed to the classes or will be expelled from them in case of inappropriate behaviour contrary to the study regulations or other regulations in force at the university, behaviour disrupting 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 participating in the education process.
4. Students, who do not comply with the Internal Regulations, will be asked to leave room and consequently obtain an unapproved absence.

#### **§5**

#### **Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów**

##### *Forms of credits, exams*

1. In order to complete the subject, a student shall make up all the backlogs resulting from the absence and pass all achievement tests which took place during the entire subject.
2. Credit for the course may be obtained by a student who met the requirements set out in point 1 and missed no more than 20% of classes in total - excused and unexcused. In the event of exceeding the permissible number of absences, the decision is made by the head of the unit on his own or in consultation with the Dean / Vice-Dean of WMiS.
3. One unexcused absence is allowed.
4. Accepted form of knowledge test is: an open test, oral test, calculation test, written essay, presentation, in accordance with the nature of the classes.
5. The student is entitled to two repeat tests for each of the partial tests and the credit test. Missing of the deadlines of repeat tests results in an insufficient grade.
6. Credit test may be in the remote form.
7. The deadlines of credit test are set by the head of the department in consultation with the leader of the year.
8. In the event of receiving an insufficient grade on the credit test, the rules of retake and the consequences are described in § 35, § 36 and § 37 of the PUM Study Regulations.

#### **§6**

#### **Warunki zwalniania z niektórych zaliczeń lub egzaminów**

##### *Circumstances of exemption from credits or exams*

1. Students, who have grade at the university level from academic activities conducted by department, certified by the university, which took place such subject, may apply for a recognition of it, in accordance with § 21 of the Regulations of Studies at the Pomeranian Medical University in Szczecin.

Pending the outcome of applications student must be present at classes.

**§7**  
**Kryteria oceniania**  
*Assessment criteria*

1. Assessment criteria:

Insufficient	2	- less then 60 % of correct answers
Sufficient	3	- 60 % - 67 % of correct answers
Fairly good	3.5	- 68 % - 75 % of correct answers
Good	4	- 76 % - 83 % of correct answers
Good plus	4.5	- 84 % - 91 % of correct answers
Very good	5	- over the 91 % of correct answers.

**§8**  
**Inne**

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

*Additional*

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

1. Contentious cases and unregulated by the Internal Regulations and the Regulations of Studies at the Pomeranian Medical University in Szczecin settle head of the department.
2. Head of the department is responsible for the didactic process.

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

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