

# 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>	Department of Biochemistry
dane jednostki (e-mail, telefon) <i>contact to the Department (e-mail, phone no.)</i>	<a href="mailto:biochem@pum.edu.pl">biochem@pum.edu.pl</a> 91 466 15 15
kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (academic title, name and surname)</i>	Prof. dr hab. n. med. Dariusz Chlubek
adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon) <i>Course coordinator (academic title, name and surname, e-mail, phone no.)</i>	Dr n. med. Patrycja Kupnicka e-mail: <a href="mailto:patrycja.kupnicka@pum.edu.pl">patrycja.kupnicka@pum.edu.pl</a> phone +48 91 466 15 29
kierunek studiów <i>field of study</i>	medicine
rok studiów <i>year of studies</i>	II
<b>nazwa przedmiotu/przedmiotów</b> <i>course/subject title</i>	<b>biochemistry</b>

### §1

#### Sposób prowadzenia zajęć *Teaching Methods*

1. Biochemistry course consists of 40 hours of lectures, 40 hours of seminars, and 110 hours of exercises.
2. The division into study groups is done randomly, based on the dean's lists.
3. Students attend practical classes and examinations **exclusively** with the group to which they were assigned. Exceptions to this rule require a documented justification and the consent of teaching assistants leading the groups. The consent must be obtained at least one day before the scheduled classes.
4. The preparation for the classes includes the knowledge of the theoretical issues demanded in the written tests.
5. 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.
6. The absence of the notebook or appropriate documentation will be recorded by the teacher conducting the class. Two omissions to bring the notebook or appropriate documentation of the lab classes per academic year are permissible. From the third time, such omissions shall be treated as a justified absence from the class.

7. Recording and registration of activities without the consent of the instructor is prohibited.

## §2

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

*Mode and forms of compensation of missed activities*

1. The attendance of every lesson is compulsory, and every potential absence **must** be justified to the teacher conducting the class within one week after the absence. **Three justified** absences per academic year are permissible: one during the winter semester and two during the summer semester. Absences from the practical part of the classes need not to be compensated.
2. In case of **four** or more absences or the non-justification of at least **one** absence during the academic year will result in the failure to obtain the credit for biochemistry and thereby exclude the possibility to take the examination.
3. Exceptional cases of prolonged absences from classes, for example due to a lengthy illness, will be dealt with individually in agreement with the Vice-Dean for English Program of the Faculty of Medicine.

## §3

### **Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów**

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

1. The conditions for obtaining the credit for biochemistry are to have the credit for chemistry, to obtain an average yearly grade in biochemistry of **minimum 3.0** as well as the presence in all classes and, in case of absences, the justification for the permissible number of classes.
2. The presence at the biochemistry lectures is **compulsory**. The knowledge communicated during the lectures is required for classes, credits and examinations.

## §4

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

*Principles of attending classes during the academic year*

1. Student will not be admitted to the classes in cases characterised by the following criteria:
  - a. a student has been late for more than 20 minutes;
  - b. a student does not have a lab coat (concerns lab classes).
2. Student will not be admitted to the classes or will be forced to leave in case of inappropriate behaviour, which infringes the Rules and regulations of Studies or other applicable at the University/Hospital/Clinic provisions, behaviour that disrupts the classes, which threatens health, life or property, as well as in case of a striking lack of personal culture in relations to the tutor or other persons participating in the classes.
3. Not being admitted to the classes or being forced to leave the classes is equivalent to the absence from the classes.

## §5

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

*Forms of credits, exams*

1. Written knowledge tests take place during the classes.
2. Students who are unprepared for the theoretical part of the classes may not be admitted for the written tests, which is equivalent with the receipt of a fail grade.

3. The written tests comprise 5 questions. The time allowed for the answers depends on the type of question. Essay (open) questions must be answered within a maximum of 5 minutes, and test questions (single choice test) must be answered within 2 minutes. One test lasts maximum of 25 minutes.
4. The receipt of the credit for the classes is dependent on the number of points obtained. For an answer to an essay question, the student can receive 0, 0.5 or 1 point, for a test question – 0 or 1 point.
5. In order to receive the credit for a class, the student must obtain at least **60%** of the possible points (§37 The Study Regulations of the Pomeranian Medical University in Szczecin). The points are then converted into a grade. Fail grades received during the classes are not included in the semester and yearly average, it is therefore possible to improve fail grades by retaking a test.
6. In order to receive the credit for a semester, the student must obtain an average grade of **minimum 3.0**.
7. The final credit period is the academic year. The yearly average is calculated from the sum of all the grades obtained in the classes in both semesters, divided into the number of these grades.
8. Retake tests, composed of 5 essay questions, are offered during the semester which are **not compulsory**. Only fail grades obtained in the classes can be improved. Grades from retake tests, including fail grades, are final and will be included in the average grade for the semester and the year.
9. The last possibility to compensate missing credits is to take **voluntary credit tests** in order to qualify for the final examination (final corrective test). These credit tests take place in the form of written essays including the material from all the lessons in the semester, for which the student did not receive an average grade of at least 3.0. The test is composed of 3 essay questions from each failed lesson. In order to qualify for the final examination, the student has to achieve a **minimum 60%** of correct answers.
10. In case of excused absence, the first attempt to the written test might be taken by the student within two weeks of the end of the absence.
11. The biochemistry examination in the first session is a single choice test and is composed of 60 questions. The second examination consists of 9 essay questions. The examination in the third session is an oral examination conducted by the head of department. Upon application of the head of department or the students taking part in the third examination session, the examination can be conducted as an examination before a board (the student draws a set of 5 questions and answers 3 of them).
12. In order to pass the biochemistry examinations, the student must achieve **minimum 60%** correct answers in each session.
13. Lower percentage thresholds may be applied.
14. A student who obtains the limit result in the first or second session can go to the head of department for additional questioning within 1-2 days after the examination. The condition is the achievement of an average yearly grade of **minimum 3.5** or of an average semester grade of **minimum 3.0** in both semesters.
15. 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.

## §6

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

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

1. Department's Internal Didactic Regulations do not provide for exemptions from the first term credits and exams.

## §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. Department's Internal Didactic Regulations do not provide for the pre-scheduled examination.

**§8**  
**Kryteria oceniania**  
*Assessment criteria*

1. Credits

<b>Points earned during the first and the second term credits</b>	<b>Grade</b>	<b>Points taken into consideration for calculating the average grade</b>
3.0	3	3.0
3.5	3+	3.5
4.0	4	4.0
4.5	4+	4.5
5.0	5	5.0

2. Exam – first term (60 questions, 0 or 1 point for every question)

<b>Points</b>	<b>Grade</b>
<36	failed
36 - 40	sufficient
41 - 45	satisfactory
46 - 49	good
50 - 54	very good
55 - 60	excellent

3. Exam – second term (9 questions, 0, 0.5 or 1 point for every question)


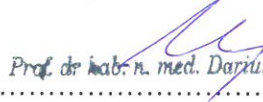
<b>Points</b>	<b>Grade</b>
<5.5	failed
5.5-6.0	sufficient
6.5	satisfactory
7.0-7.5	good
8.0	very good
8.5 - 9.0	excellent


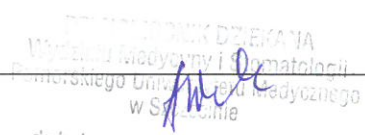
4. Exam – third term at the Head of Department (3 questions; 0, 0.5, 1, 1.5, 2, 2.5 or 3 points for every question)

<b>Points</b>	<b>Grade</b>
<5.5	failed
5.5-6.0	sufficient
6.5	satisfactory
7.0-7.5	good
8.0	very good
8.5 - 9.0	excellent

5. Exam – third term before a board (3 questions; two examiners, 0, 0.5, 1, 1.5, 2, 2.5 or 3 points for every question)

Points	Grade
<11	failed
11.0 – 12.0	sufficient
12.5 - 13.5	satisfactory
14.0 – 15.0	good
15.5 - 16.5	very good
17.0 - 18.0	excellent

 <p>POMORSKI UNIWERSYTET MEDYCZNY W SZCZECINIE Katedra Biochemii i Chemii Medycznej <b>ZAKŁAD BIOCHEMII</b> 70-111 Szczecin, al. Powstańców Wlkp. 72 tel. +48 91 466 1515, fax +48 91 466 1516</p> <p>..... pieczęćka jednostki stamp of the Department</p>	<p><b>KIEROWNIK</b> Zakładu Biochemii</p>  <p>Prof. dr hab. n. med. Dariusz Chlubek</p> <p>..... pieczęćka i podpis Kierownika jednostki stamp and signature of the Head of the Department</p>
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<p>Opinia: Opinion:</p> <p>Pozytywna / Negatywna** Positive / Negative</p>	<p>Zatwierdzam: Approved by:</p>
 <p>POMORSKI UNIWERSYTET MEDYCZNY W SZCZECINIE <b>PARLAMENT STUDENTÓW</b> 70-204 Szczecin, ul. Rybacka 1 asp@um.szczecin.edu.pl</p> <p>..... pieczęćka i podpis Samorządu Studentów stamp and signature of Students' Parliament Representative</p>	 <p>..... pieczęćka i podpis Dziekana stamp and signature of the Dean</p>

Polonek: Uniwersytet Medyczny  
w Szczecinie

Wypisane  
dnia

28 -08- 2023

Dekanat Wydziału Medycyny i Stomatologii  
Program Anglojęzyczny

