

## Department's Internal Didactic Regulations

valid in academic year	2022/2023
full name of the Department	Department of Pharmacology
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Head of the Department (academic title, name and surname)	Prof. dr hab. Marek Drożdżik
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field of study	Dentistry
year of studies	4
<b>course/subject title</b>	<b>Clinical pharmacology</b>

### §1 *Teaching Methods*

1. Classes of clinical pharmacology course are conducted in the form of lectures, seminars, practicals and e-learning resources.
2. Attendance at the above-mentioned classes is compulsory. The student presents prepared for each class in accordance with the program provided on the website and on the notice board of the Department of Pharmacology.

### §2

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

1. Absence from classes can be made up for with another seminar/practicals group, and if not possible, the made up form should be agreed with the assistant responsible for a given class/type of course conducting the classes.
2. In the case of more than 3 classes (seminars or classes) missed per semester, the student is required to obtain the head of the Department consent to follow the course.
3. A student unprepared for classes receives an unsatisfactory grade, resulting in failure to complete the given classes.
4. The student has two terms to obtain credit for the missed/failed (absence, unsatisfactory grade) classes, no later than the day preceding the chapter credit test date.

### §3

#### *Requirements for course completion, final test entry criteria*

1. Positive grades from all partial credits form the condition for entry to the final test, obtained not later than the day preceding the test date..

#### §4

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

1. Participation in classes for a given academic year is confirmed by the student inscription on the Dean's list of students and assignment to a specified student group.
2. The student will not be allowed to participate in the classes in the case of late arrival of more than 20 minutes from the scheduled time, which will be considered as the absence.
3. In the event of inappropriate behavior, which is contrary to the regulations of studies or other regulations binding at the University/Department, behavior disrupting the conduct of classes, endangering health, life or property, as well as in the event of a gross lack of personal culture in relation to the teacher or other students/persons participating in the classes, the student will not be admitted to or expelled from the classes. In the cases referred to above, the student is not admitted to the classes or withdrawn from them, it is tantamount to being absent from the classes.

#### §5

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

1. Chapter credits (in the test form) will be conducted for the whole year on the specified date.
2. Failed grade/s obtained from the chapter credit/s can be made-up in 2 re-sit dates set by a teaching assistant of a given group: the first - within 2 weeks from the date of the test results, the second - not later than September 10th of a given academic year.
3. The final test has the test form. The condition for entry to the final test constitute positive grades/credits from all chapter tests.

#### §6

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

1. The department didactic regulations do not offer the exemptions from credits and the final test.

#### §7

##### *Form of admission to the pre-scheduled examination, referred to § 31 point 8 of Rules & Regulations of PMU*

1. The department didactic regulations do not offer the pre-term final test.

#### §8

##### *Assessment criteria*

1. The verification of the student's knowledge and skills will be based on the grades and activity at seminars and practicals, results of chapter tests and the results of the final test.
2. The 60% of correct answers from the test (both final and chapter) constitute the passing condition.
3. The grading scale is determined based on the provisions of §37 of the PUM Study Regulations.

**§9**

*Specific regulations for e-learning*

1. The student is required to be in possession of an appropriate quality computer equipment, including a webcam, microphone and speakers, as well as to ensure the appropriate quality of the Internet connection, and to install the Microsoft Teams application.
2. The student is obliged to give consent to the registration of the course of chapter tests/final test. The webcams and microphones must be on for the whole duration of the chapter tests/final test. The webcam image transmission during the test should be unprocessed. The student refusal to provide the registration consent of the course of the examination results in the test/final test failure.
3. The student is required to possess a document enabling personal identification before proceeding to the chapter credit/final test. During the test/final test, setting the camera should enable the visibility of the student's face.
4. During the chapter credit/final test, at the request of the supervisor, the student is obliged to provide the view of the room in which he is located via a webcam.
5. It is forbidden to record test questions during the test.
6. All comments/objections regarding the test questions should be submitted within 2 hours after the end of the test.

**§10**

*Additional*

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

1. According to the Order of the Rector of PUM, the possession and use of devices enabling remote communication during the chapter test and final test is forbidden.
2. All comments/objections regarding the test questions should be submitted in writing during the test time. Comments submitted after the end of the test will not be considered.

<p>.....</p> <p><i>stamp of the Department</i></p>	<p>.....</p> <p><i>stamp and signature of the Head of the Department</i></p>
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<p><i>Opinion:</i></p> <p><i>Positive / Negative **</i></p>	<p><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>

*\*(if the specification of the subject requires)*

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