

## Department's Internal Didactic Regulations

valid in academic year	2022/2023
full name of the Department	Department of Pharmacology
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field of study	Dentistry
year of studies	3
<b>course/subject title</b>	<b>Pharmacology</b>

### §1

#### *1. Teaching Methods*

1. Classes of general pharmacology course are conducted in the form of lectures, seminars, practicals and e-learning resources.
2. Participation/attendance at the above-mentioned classes is compulsory.
3. 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. Not justified absences can result in lack of possibility to obtain the credit.
2. Any absence must be justified within 7 days from the end-date of the absence. The only exception accepted constitute a medical certificate or Dean's leave/certificate.
3. In the case of more than 6 teaching hours (lectures, seminars or classes) missed per semester, the student is required to obtain the head of the Department consent to follow the course.
4. Delayed class attendance, i.e. over 20 minutes will be treated as absence from a class
5. A student unprepared for classes receives an unsatisfactory grade, resulting in failure to complete the given classes.
6. 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. The dates are established by a teaching assistant or the head of the department.

### §3

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

1. The condition for a student to be allowed to enter the chapter credit is to complete all the classes specified in the schedule on the day preceding the credit at the latest.
2. The 60% of correct answers from the test (first term) or a satisfactory grade at the first or second retake (carried out in the form of a test, essay or oral – to be determined by a teaching assistant) constitute the condition for obtaining a partial credit.
3. Positive grades from all partial credits form the condition for entry to the final exam.

## §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 or student group 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. The dates and form of retake credits (test, essay or oral answer) are set by a teaching assistant.
3. The final exam has the test (60 questions) or oral form. The condition for entry to the final exam constitutes positive grades/credits from all chapter tests.
4. The date of the final test is set in accordance with the study regulations.
5. The student is entitled to two retake dates in the form of a test, essay or oral (determined by the head of the department), not later than September 15<sup>th</sup> of a given academic year.

## §6

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

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

## §7

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

1. The student is allowed to enter the final exam in the so-called "preterm exam" if the following conditions are met: an average grade of at least 4.50 from all chapter tests in the test form. In case of receiving a failed grade for a chapter test, the average grade is calculated by summing up the grades from all terms (including failed and re-sit grades) and dividing the sum by the number of attempts. The average grade is given with the accuracy to two decimals.

## §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 exam.
2. The 60% of correct answers from the test (both final and chapter) constitute the passing condition.
3. The passing level of at least 60% in the final test exam and chapter tests is binding.
4. 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. On-line credits and examinations can also be carried in oral form in the first term.
3. The student is obliged to give consent to the registration of the course of chapter exams/final exam. The webcams and microphones must be on for the whole duration of the chapter tests/final exam. The webcam image transmission during the exam should be unprocessed. The student refusal to provide the registration consent of the course of the examination results in the test/exam failure.
4. The student is required to possess a document enabling personal identification before proceeding to the chapter credit/final exam. During the test/exam, setting the camera should enable the visibility of the student's face.
5. During the chapter credit/final exam, 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.
6. It is forbidden to record test questions during the test.
7. All comments/objections regarding the test questions should be submitted within 2 hours after the end of the test.
8. Only the grades from the tests carried out at the Pomeranian Medical University will be included in the course average grade calculations (for the so-called "pre-term exam").

## §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 exam 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.

.....	.....
<i>stamp of the Department</i>	<i>stamp and signature of the Head of the Department</i>

<i>Opinion:</i>  <i>Positive / Negative **</i>	<i>Approved by:</i>
.....  <i>stamp and signature of Students' Parliament Representative</i>	.....  <i>stamp and signature of the Dean</i>

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

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