

Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

obowiązujący w roku akademickim <i>valid in academic year</i>	2022/2023
pełna nazwa jednostki <i>full name of the Department</i>	Independent Laboratory of Medical Microbiology
dane jednostki (e-mail, telefon) <i>contact to the Department</i> <i>(e- mail. phone no.)</i>	mikrobio@pum.edu.pl 91 466 16 52
kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department</i> <i>(academic title, name and surname)</i>	Dr n. med Joanna Jursa-Kulesza
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>	Coordinator: Dr n. med. Joanna Jursa – Kulesza asiaju@pum.edu.pl 91 466 16 54 Didactic assistant: Dr n. med. Helena Masiuk hmasiuk@pum.edu.pl
kierunek studiów <i>field of study</i>	Medicine
rok studiów <i>year of studies</i>	III (third)
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Microbiology

§1

Sposób prowadzenia zajęć *Teaching Methods*

1. The microbiology course comprises of:

- winter semester (first)- seminars (16 hours – E-4h included) and practical classes (16hours).
- summer semester (second) - seminars (13 hours – E-3h included) and practical classes (18 hours).

2. Microbiology final examination is held on summer examination period.

According to the resolution no. 124/2014 of the University Senate, all the lectures (seminars) as well as all the practical classes attendance is found obligatory.

The detailed programme of the course, which contains the topics of particular classes as well as relevant literature, is displayed on the following website: www.pum.edu.pl --> Wydział Lekarski z Oddziałem Nauczania w Języku Angielskim --> [Katedra Mikrobiologii, Immunologii i Medycyny Laboratoryjnej](#) --> Informacje dla studentów

§2

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

Mode and forms of compensation of missed activities

1. Each absence on seminar and on practical class must be documented and justified with relevant certificate (eg. sick leave, subpoena) provided to the Assistant as soon as possible, during the first class following the absence, latest.
2. The absences on the seminar result in performance an essay related to the seminar topic.
3. The absences on the practical classes require passing the theory as well as practical part performance.
4. Practical retakes can be made under following circumstances:
 - (1) with another English speaking group during the same week after consent of teacher responsible for English speaking microbiology, or
 - (2) after passing the theoretical issues corresponding to the practice during additional practical classes (at the end of each semester)
5. In case of absence greater than 50% per one semester, no retakes opportunities will be provided and this will result in credit refusal (*red condition*).
6. Punctuality is required during the course. Each student noted with threefold late will have to prepare an additional presentation on the topic chosen by the Assistant.
7. §2 section 1-6 are applicable to the E-learning, excluding §2 section 4.

§3

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

1. Requirements for obtaining the credit are following:
 - all the lectures and practical classes attendance/credit,
 - all practical protocols approval,
 - all class tests passed (average grade at least 3.0).
2. Requirements to sit the credit of final exam are following:
 - all the lectures and practical classes attendance/credit,
 - all the practical protocols approval,
 - all the class tests passed.

§4

Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim* *Principles of attending classes during the academic year**

1. The classes are organized within the groups established at the Dean's Office.
2. Any reorganizations of students groups for practical classes should be established first with Department Authorities after the first week of classes, latest.
3. A student will not be allowed to attend class if:
 - Being more than 20 minutes late,
 - Lacks protective clothing - laboratory coat,
 - Attends the classes with another group without the prior consent of the teacher responsible for English speaking microbiology,
 - Behaves inconsistently with the study regulations, disrupts the classes, threatens safety and lacks personal culture to the teacher and participants in the class.

§5

Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów *Forms of credits, exams*

1. Class test is organized during each practical class. The test consists of single choice questions as well as essay questions (10 questions in total).
2. In the course of E-learning, class tests are conducted via Moodle platform and consist of single choice questions (10 questions in total).
3. Each student is entitled to three terms of each class test:

- 1st- during the practical class/or via Moodle platform
2nd during the three following weeks during the duty hours of the Assistant relevant for particular group or via Moodle platform
3rd term shared for all students at the end of summer semester.
3rd term covers all the failed/missing class tests and has the same written form provided for previous terms. Failure of 3rd term of retake will result in credit refusal and therefore failure to pass Microbiology (*red condition*).
4. Each student is obliged to prepare him/herself for every class in terms of theoretical issues relevant to the class, as scheduled in the programme (seminar and practical classes content).
 5. Each student is obliged to print fulfill the practical protocol(s) (submitted on a *website*) during the practical class(es). Fulfilled protocols are submitted to the teacher's approval. Protocol approval results in receiving the credit for the relevant practical part. Disapproved protocols need to be corrected during subsequent classes or additional classes at the end of semester.
 6. Unjustified absence/failure to join the class test via Moodle platform of any of the class tests retakes become equivalent to irreclaimable loss of that many times of terms. Absence certificate delivery conditions are the same as provided in §5 section 10.
 7. The final examination consists of 60 single – choice test questions related to the material presented in the recommended literature and during the seminars and discussed during the practical classes.
 8. In case of first final exam failure, each student is entitled to 2 retakes. The retakes rules are analogous to the first term. 2nd retake can have an oral form.
 9. Unjustified absence on the final exam either on retakes of examination will result in examination negative grade.
 10. Absence justification certificate copy must be delivered to Department's Authorities (by a student or person authorized) and to Deans Office of Medicine Faculty during the first week following the examination first term date. Lacking of justification will become equivalent to unjustified absence.
 11. Final test outcomes will be displayed on the website (Virtual Deans Office) the 7 working days following the examination first term date.
 12. According to the Rector's ordinance no. 45/2016, each student is entitled to inspect the answer sheet during the 7 working days following the test date.
 13. According to the Rector's ordinance no. 71/2012, **this is strictly forbidden to use any electronic devices which enable either to communicate or to scan the contents of the test. Each student who is noted with using any of these, will be automatically disclosed from the test and will obtain a negative grade with no retake opportunities.**
 14. Exam via Exam Centre (CET) will be conducted according to CET rules.

§6

Warunki zwalniania z niektórych zaliczeń lub egzaminów

Circumstances of exemption from credits or exams

1. No exemptions from credits or exams listed in current regulation will be provided.

§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. Each student who fulfills cumulative conditions:
 - achieves the average grade of all class test 4.5 (both semesters summary),
 - passed all class tests in their first term,
 - has not been noted with unjustified absences,
 - has a positive opinion from a teacherwill be entitled to take the final examination in a pre-term.
2. Pre-term examination has an oral form.
3. The detailed date of the pre-term examination will be arranged individually after completing of all the classes.
4. At the conditions stated at §7, the pre-term exam may be held only if current epidemic status allows.

5. Tightening the restrictions will result in §7 section 1-3 exemption, and students, who meet the requirements stated at §7 section 1 obtain **3 additional** points counted for the summary of the points obtained in first – term of final examination.

§8
Kryteria oceniania
Assessment criteria

1. Class tests assessment criteria:

For each correct single choice answer, 1 point can be obtained, 0,5 or 1 point can be obtained for each correct essay answer. 0,5 point does not apply to Moodle platform. The scoring is converted into grading system, at least 60% correctness is required to obtain a positive grade - point average - 3,0.

2. Final examination assessment criteria: 60% correctness (36 points) in answers is required to pass the final examination.

3. Each student who fulfills cumulative conditions:

- achieves the grade-point average of all class test 4.0 and higher
- passed all class tests in first term,
- has not been noted with unjustified absences,

obtains **1 additional** point counted for the summary of the points obtained in first – term of final examination.

4. Scoring criteria and the grading are following: 36-39pts – 3.0 (sufficient), 40-44 pts – 3.5 (quite good), 45-49 pts – 4.0 (good), 50-54 – 4.5 (more than good), 55-60 - 5.0 (very good).

§9
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Additional

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

All the cases which have not been covered by these regulations will be proceeded upon an individual request, accompanied by an official letter submitted at the secretary of the Department of Microbiology, Immunology and Laboratory Medicine Department.

..... pieczęćka jednostki <i>stamp of the Department</i> pieczęćka 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>
..... pieczęćka i podpis Samorządu Studentów <i>stamp and signature</i> <i>of Students' Parliament Representative</i> pieczęćka i podpis Dziekana <i>stamp and signature of the Dean</i>

*jeżeli specyfikacja przedmiotu tego wymaga (*if the specification of the subject requires*)

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