

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>	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 joanna.jursa.kulesza@pum.edu.pl
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>	Course coordinator: Dr n. med. Magdalena Mnichowska-Polanowska magdalena.mnichowska.polanowska@pum.edu.pl recommended contact by MSTeams
kierunek studiów <i>field of study</i>	Dentistry
rok studiów <i>year of studies</i>	II (second)
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Oral Microbiology

§1

Sposób prowadzenia zajęć

Teaching Methods

- The Oral Microbiology course comprises of
 - seminars (including e-learning) (10 hrs) and practical classes (20 hrs)
 - detailed schedule is available in the Microbiology Department
- The course is arranged in the summer semester of the 2nd year and ends with **final test** in the summer semester of 2nd year.
- The detailed program of the course, which contains the topics of particular classes as well as relevant literature, is displayed on the website:
https://www.pum.edu.pl/studia_iii_stopnia/informacje_z_jednostek/wmis/katedra_mikrobiologii_immunologii_i_medyliny_laboratoryjnej/samodzieln_pracownia_mikrobiologii_lekarskiej/
- According to the resolution no. 124/2014 of the Pomeranian Medical University Senate, all lectures (seminars) as well as all practical classes attendance is found obligatory

§2

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

Mode and forms of compensation of missed activities

- Each absence must be documented and justified.
- Relevant certificate (eg. sick leave, dean's leave, subpoena) verifying the absence must be provided to the course Assistant as soon as possible, during the first class following the absence, latest.

3. The absence on the seminar requires an essay performance, related to the lecture topic.
4. The absence on the practical class requires passing the theory as well as practical part performance.
5. Practical retakes can be made under following circumstances:
 - with another English speaking group during the same week of practical class if such a group with relevant topic is arranged in the schedule.
 - after passing the theoretical issues corresponding to the practice at the end of semester during extra class organized to catch up on practice
6. In case of absence rate over 50%, no retakes opportunities will be provided and this will result in class credit refusal and in the exclusion of the student from the final test.
7. Punctuality is required during the course. Each student noted with threefold late has to prepare a presentation on the topic chosen by the Assistant and to present it during last class or during online meeting on MS Teams platform.
8. §2 section 1-6 are applicable to the E-learning, excluding §2 section 5.

§3

Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów

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

1. **Requirements** to get the **class credit** of the course are following:
 - all the practical classes attendance
 - all the practical protocols approval
 - all the class tests passed (average mark at least 3.0).
2. **Requirements** to sit the **final test** are following:
 - all the seminars attendance
 - class credit (all rules §3 section 1)

§4

Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim*

*Principles of attending classes during the academic year**

1. The practical classes are organized within groups established at the Dean's Office
2. **Any rearrangement from one to another students' group has to be established with course coordinator after the first week of class, latest.**
3. Each student is obliged to prepare him/herself for every class in terms of theoretical issues relevant to the class, as scheduled in the program.
4. A student will not be allowed to attend class if:
 - **being more than 20 minutes late,**
 - **lacks protective clothing – laboratory coat**
 - attends the class with another group without a prior consent of the coordinator of the course,
 - behaves inconsistently with the study regulations, disrupts the classes, threatens safety, lacks personal culture to the teacher and other classmates

§5

Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów

Forms of credits, exams

CLASS TEST

1. Class test relevant to the class topic is conducted out during practical class; e-learning assessment - via recommended online platform based on the e-learning schedule.
2. Class test consists of 10 questions (single-choice test questions, key-choice test questions, essay questions), relevant to the class topic, as scheduled in the program. The questions are prepared based on the knowledge included in recommended textbook/materials.

3. Each student is entitled to three terms of the class test,
1st term - during the practical class
2nd term- during the three following weeks, within the duty hours of the Assistant relevant for particular group (date arranged by the Assistant)
3rd term shared for all students at the end of summer semester in the classroom. This 3rd term of retake contains all the failed/missed class tests. Failure of this will result in class credit refusal and exclusion from the first term of final test. A student receives a negative grade from the first term of final test.
4. **Class test (1st term) and class test retakes (2nd and 3rd term) have a written form**
5. Absence/failure to join the class test/ class test retakes via online platform (if e-learning) must be documented by relevant certificate (§2 section 2). Unjustified absence/failure becomes equivalent to loss of the term of class test/class test retakes.
6. Student excluded from the first term of the final test because of lack of class credit is obliged to pass all previously failed/missed class tests before final test's retakes. **Two** opportunities are provided by course coordinator:
 - 1st chance will be arranged before 1st retake of final test. Failure of class test/s at 1st chance will result in exclusion from 1st retake of the final test with negative result from this.
 - 2nd chance - before 2nd retake of final test. Failure of class test/s at 2nd chance will result in exclusion from 2nd retake of the final test with negative result - no more options will be provided in the running academic year and student is obliged to repeat the Oral Microbiology course.
- 7.

PRACTICAL PROTOCOLS

1. Each student is obliged to print the relevant practical protocol(s) (attached on Moodle) and fulfills practical tasks 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 repeated during subsequent classes or additional classes at the end of semester.

FINAL TEST

1. **The final test** consists of 40 single/key-choice questions related to the material included in the recommended literature, presented during the seminars and discussed during the practical classes.
2. The final examination takes place in Exam Centre (CET) and each student is obliged to respect CET rules.
3. Each student is entitled to information about number of points obtained immediately after examination platform closure or during the 7 working days following the test date.
4. Final test outcomes will be displayed on the website (*Virtual Deans Office*) during the 7 working days following the examination first term date.
5. **Each student who completed class requirements of the course** (details §3, no.1) and **failed the first term of final test is entitled to 2 retakes**. The retakes rules are analogous to the first term.
6. A student, who has not completed requirements of the course (details §3, no.1) and has been excluded from the first term of the final test is entitled to 1st and 2nd retakes or only to 2nd retake if gets the class credit before appointed dates of the final test retakes (details §5, section 4-5).
7. Unjustified absence on the final test either on retakes will result in final test negative grade.
8. Absence justification certificate must be delivered to Department's secretary office (copy of certificate) and to Dean's Office of Medicine & Dentistry Faculty (original document) **within 7 days following the final test date**. Lacking justification or delayed justification (>7 days from final test date) will become equivalent to the unjustified absence.
9. 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.**

§6

Warunki zwalniania z niektórych zaliczeń lub egzaminów *Circumstances of exemption from credits or exams*

1. No exemption from class test/s and the final test 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. No pre-term of final test is provided.

§8

Kryteria oceniania

Assessment criteria

1. There is no possibility to improve the positive result of particular class tests.
2. Each class test and final test can be taken by student three times according to regulations of studying at PMU. In case of failure of 1st attempt, each student is entitled to 2 retakes.
3. Class tests assessment criteria - for each correct single/key choice answer, 1 point can be obtained, while 0,5 or 1 point can be obtained for each correct essay answer. The scoring is converted into grading system; at least 60% correctness is required to obtain a positive grade - 3,0.
4. Final test assessment criteria: 60% correctness in answers is required to pass the final test.
Scoring criteria and the grading are following:
 - <24 pkt (less than 60%) - insufficient
 - 24-26 pkt (≥60%) –sufficient
 - 27-30 pkt (≥68%) – quite good
 - 31-33 pkt (≥76%)– good
 - 34-36 pkt (≥84%)– more than good
 - 37-40 pkt (≥92%)– very good
5. Each student who achieves the average grade-point of all class tests ≥ 4.00 , who passed all class tests in the first term and who has not been noted with unjustified absences, will be entitled to **one additional point to its first-term of final test result.**

§9

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

All the cases which have not been covered by these regulations will be proceeded upon an individual request, accompanied by an official letter and submitted to Head of Independent Laboratory of Medical Microbiology.

..... 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>	Zatwierdzam: <i>Approved by:</i>
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Pozytywna / Negatywna** <i>Positive / Negative</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*)