**WEWNĘTRZNY REGULAMIN DYDAKTYCZNY JEDNOSTKI**

***DEPARTMENT’S INTERNAL DIDACTIC REGULATIONS***

**RESEARCH METHODOLOGY**

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| obowiązujący w roku akademickim  *valid in academic year* | **2023/2024** |
| pełna nazwa jednostki  *full name of the Department* | Chair of Microbiology, Immunology and Laboratory Medicine  Department of Laboratory Medicine |
| dane jednostki (e-mail, telefon)  *contact to the Department (e-mail, phone no)* | e-mail: [zmlab@pum.edu.pl](mailto:zmlab@pum.edu.pl) tel.: +48 91 466 16 52, fax.: +48 91 466 16 59 |
| kierownik jednostki  (stopień/tytuł, imię i nazwisko)  *Head of the Department*  *(academic title, name and surname*) | Prof. dr hab. n. med. Barbara Dołęgowska  e-mail: [barbara.dolegowska@pum.edu.pl](mailto:barbara.dolegowska@pum.edu.pl)  tel.: 91 466 1652 |
| adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce  (stopień, imię i nazwisko, e-mail, telefon)  *Course coordinator (academic title, name and surname, e-mail, phone no)* | Prof. dr hab. n. med. Barbara Dołęgowska  e-mail: [barbara.dolegowska@pum.edu.pl](mailto:barbara.dolegowska@pum.edu.pl)  tel.: 91 466 1652 |
| kierunek studiów  *field of study* | Medicine |
| rok studiów  *year of studies* | 3 (third) |
| **nazwa przedmiotu/przedmiotów**  ***course/subject title*** | **Research Methodology** |

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| **§1. Sposób prowadzenia zajęć**  *Teaching Methods* |
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1. The Research Methodology course is arranged in the winter semester of the 3rd year and comprises of lectures (5 hours)
2. The detailed programme of the course, which contains the topic of particular classes as well as relevant literature, is displayed on: https://www.pum.edu.pl/studia\_iii\_stopnia/informacje\_z\_jednostek/wmis/katedra\_mikrobiologii\_immunologii\_i\_medycyny\_laboratoryjnej/zakad\_medycyny\_laboratoryjnej
3. According to the Rules and Regulations of Pomeranian Medical University, attendance at all lectures is found obligatory.

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| **§2. Sposób i formy wyrównywania zaległości, w tym odrabiania zajęć**  **na skutek nieobecności**  *Mode and forms of compensation of missed activities*   1. Each absence must be documented and justified. 2. Relevant certificate (e.g., sick leave, one-day dean’s leave) 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 lecture requires a theoretical credit related to the lecture topic (written or oral forms). The student is obliged to report to the lecturer within the prescribed consultation hours, not later than 2 weeks from the date of absence from the lecture. |
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| **§3. Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów**  *Requirements for course completion in order to sit the credit of exam*  Requirements to get the class credit of the course are following:   * all the lectures classes attendance * credit all the absence on the lectures |
| **§4. Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim**  *Principles of attending classes during the academic year* |

1. If the student is late for classes for more than 20 minutes will not be admitted to classes (lectures, seminars, exercises
2. The student will not be admitted to classes or will be expelled from them in the event of inappropriate behaviour contrary to the Rules and Regulations of the University or other regulations in force at the Hospital/Clinic, behaviour that disrupts the conduct of classes, endangers the health, life or property, as well as in the event of a gross lack of personal culture towards the lecturer or other persons participating in classes.
3. In the cases referred to above, the student is not admitted to the classes, or the student is asked to leave the classes and will be absent from the classes.

**§5. Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów**

*Forms for credits, exams*

1. Requirements to get the class credit of the course is to complete a practical task (project, analysis) on a topic proposed by the Assistant.
2. The task should be completed and sent / submitted within 2 weeks following the announcement of the topic by the Assistant.

**§6. Warunki zwalniania z niektórych zaliczeń lub egzaminów**

*Circumstances of exemption from credits or exams*

No exemption will be provided.

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| **§7. Warunki dopuszczenia studenta do egzaminu w przedterminie, o którym mowa w § 32 ust. 8 regulaminu Studiów**  *Form of admission to the pre-scheduled examination referred to § 32 points 8 of Rules & Regulations of PMU* |
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| Not applicable |
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| **§8. Kryteria oceniania**  *Assessment* |
| Not applicable |
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| **§9. Inne**  *Additional* |
| 1.All the cases that these regulations have not covered will be proceeded upon an individual request, accompanied by an official letter and submitted to the Head of the Department of the Laboratory Medicine.  2. In accordance with the Study Regulations (Appendix No. 1. Regulations for adapting the organization and implementation of the didactic process to the needs of students with disabilities).  • if the student's disability does not allow him to take notes on his own, he may apply to the dean for the use of additional technical devices allowing for full participation in classes, ie sound or sound and image recording devices. After obtaining the dean's consent, the student is obliged to sign a statement on copyright protection and the use of registered materials for private use only (Appendix 1, §5)  3. In the case of other students, recording and recording of the course of classes may take place after obtaining the consent of the teacher. After obtaining consent, the student/students are required to sign a statement on copyright protection and the use of registered materials for private use only.  4. Pursuant to the Ordinance of the Rector of the PUM No. 72/2012, it is forbidden to use electronic devices during exams and credits that enable remote communication with other people and recording the content of credit questions. A student who does not comply with the ban will be asked to leave the examination room with an unsatisfactory grade without the possibility of correcting it. |

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| ……………………………………….…..……  pieczątka jednostki  *stamp of the Department* | ………..……………………………………  pieczątka i podpis Kierownika jednostki  *stamp and signature of the Head of the Department* |

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| Opinia:  *Opinion:*  Pozytywna / Negatywna\*\*  *Positive/Negative\*\** | Zatwierdzam:  *Approved by:* |
| ………………………………………………..  pieczątka i podpis  Samorządu Doktorantów  *Stamp and sinature of Student’s Parliament Representative* | ………………………………………………….  pieczątka i podpis Dziekana  *stamp and signature of the Dean* |

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