

Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

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| Obowiązujący w roku akademickim <i>Valid in academic year</i> | 2022/2023 |
| Pelna nazwa jednostki <i>Full name of the Department</i> | Chair and Department of Physiology |
| Dane jednostki (e-mail, telefon) <i>Contact to the Department (e-mail, phone no.)</i> | Phone. +4891-4661611 e-mail: kzfizjol@pum.edu.pl |
| Kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (academic title, name and surname)</i> | Prof. dr hab. n. med. Andrzej Pawlik |
| Adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon) <i>Course coordinator (academic title, name and surname, e-mail, phone no.)</i> | Dr n. med. Tomasz Sroczyński Phone. +4891-4661611 e-mail: tomasz.sroczynski@pum.edu.pl physiol@pum.edu.pl |
| Kierunek studiów <i>Field of study</i> | Dentistry |
| rok studiów <i>year of studies</i> | II (3 rd semester) |
| <i>nazwa przedmiotu/przedmiotów course/subject title</i> | Physiology |

§1

Sposób prowadzenia zajęć

Teaching Methods

1. Physiology activities are conducted in 3rd semester in form of seminars and practical classes (units). All activities are mandatory, knowledge of their content is necessary for crediting both semesters and passing final examination. Some seminars can be performed in e-learning mode. Seminars and practical classes are scheduled in series of activities (cycles) covering following important physiological topics. Detailed plan of activities in Department of Physiology is published separately. Student's knowledge is tested at the end of each cycle and graded in scale applicable at the university.
2. Classes include preparation of students for practicals, understanding of the part of programme intended for particular activity, proper performance, interpretation and explanation of tasks introducing to activities in hospital departments (diagnostic tests, assessment of chosen parameters of the cardiovascular and respiratory system, laboratory tests, virtual simulations on model tissues/organs, etc.). Additional element of the class is a short test written by students at the beginning of particular meeting.

§2

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

Mode and forms of compensation of missed activities

1. In the event of absence from any physiology activity, the student is obliged to make it up in term and form suggested by the teacher responsible for the English Course (tutor) or during the last activity of the particular cycle. In opposite case student is not allowed to begin the cycle test, failing the cycle test in first term.
2. It is allowed to make up absent activity with another group of students doing the same topic, after prior consent of the particular student's teacher or tutor. In all remaining cases the date and the form of such the repetitive activity is decided by tutor. In opposite case student is not allowed to begin the cycle test, failing the cycle test in first term.
3. The only acceptable reasons for absence are Dean's and/or Doctor's notes (sick leaves); they have to be shown to the assistant immediately after the end of the absence time and noted in student's evidence.
4. During the semester student is allowed to be absent with no significant reason twice, once from the practice hours and once from the seminar but absences have to be made up in a way mentioned above.
5. Absence (regardless of the reason) from more than four practice classes and four seminars makes the credit of the semester impossible.

§3

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

1. Criteria of the credit of practice hours (units) are: knowledge and understanding of the part of programme intended for particular class activity, proper performance, interpretation and explanation of particular tasks introducing to activities in medical departments (diagnostic tests, assessment of chosen parameters of the cardiovascular and respiratory system, laboratory tests, virtual simulations on model tissues/organs, etc.). Students' knowledge is tested every unit in form of short entry test. In case of failure of the unit student has to make it up during the last activity of the particular cycle. Lack of such condition equals to the failure of the first term of the cycle test.
2. Criterion of the credit of seminars is student's attendance. In case of the absence from seminar, student is obliged to make it up in term and form suggested by the teacher responsible for the English Course (tutor).
3. In case of the failure of any cycle test in first and second term, students have the right to take a re-take (third term of the cycle test) during the essay test performed not later than one week before the end of the didactic period of the academic year.
4. Negative grade of the third term of any cycle test results with the failure of all the physiology course. Student who finally failed the course is allowed to apply for conditional credit. Student

is allowed to take another test covering previously failed cycle tests, loosing the first term of the final exam. Such a test is planned before the term of the first re-sit exam (receiving negative grade in first term of the exam).

5. To credit the physiology course in student has to:

- Make up all absent activities (seminars, units).
- Pass all cycle tests.
- Have not more than one unjustified absences from practice hours (unit), not more than one unjustified absence from seminar regardless the reason.
- Have not more than four absences from classes, not more than four from seminars).

§4

Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim*

*Principles of attending classes during the academic year**

1. During all activities student should wear a laboratory coat.
2. Student will not be allowed to enter Department being late more than 20 minutes and not possessing laboratory coat.
3. Student wil not be allowed attend activities in result of inappropriate behaviour, inconsistent with the regulations of studies.
4. Being asked to leave the class means to fail the activity.

§5

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

1. Student's knowledge is tested at the end of each cycle and graded in scale applicable at the university. Students have the right to re-take the failed cycle test. Both (the second and the third) terms of the cycle test are organized at the same time for all students. The first and the second term of the cycle test is a multiple-choice test with key answer. In third term cycle test may be an essay test, multiple choice test with key answer or oral test. Test questions originate from mandatory textbooks, seminars and classes of the physiology course.
2. In case of justified absence on first and/or second term of the cycle test the test (essay test) and date of the retake is decided by the tutor. Such a test has to be performed not later than 2 weeks after the end of the absence time. Not justified absence from cycle test results with the failure of particular term of the test.
3. Physiology examination can be taken only by students who passed both cycle tests. In first term it is a multiple-choice test with key answer.
4. The type of the test in following terms of physiology examination depends on the number of students who failed previous term (terms) and tutor's decision.

§6

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

- Final average grade of all cycle tests passed in first terms equal to at least 4.5, lack of unjustified absences, not more than 3 absences from any activities and passing of cycle tests in first attempt is the basis for exemption from the exam with the grade 5.0.

§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

Not applicable.

§8

Kryteria oceniania
Assessment criteria

- Grades of cycle tests and final examination will be issued in accordance with §37 of Rules of Studies in Pomeranian Medical University of Szczecin.
- The final score in first term of the exam is increased by the preferential points calculated dependently on final average grade calculated from all cycle tests. It is increased by 1 point per every 0.1 of the average beginning with 4.0 (i.e.: average 4,0 gives +1 point, 4.1 gives +2 points, 4.2 gives +3 points, 4.3 gives +4 points, 4.4 gives +5 points).

§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

- Any sorts of electronic devices able to record and transmit sound and/or vision as well as mobile phones, tablets, earphones, smartwatches, etc. are not allowed to be used while sitting examinations and undertaking assessments. Student possessing such devices will have to leave the room/examination hall, failing assessment. Additionally adequate information will be sent to Dean's Office (Rector's Ordinance 71/2012 and University regulations § 13 points 1, 2, 3).
- The rules for implementation of didactic activities described in regulations may be the subject of change depending on the pandemic situation, according to the decisions of University authorities.

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| <p>.....</p> <p>pieczętka jednostki <i>stamp of the Department</i></p> | <p>.....</p> <p>pieczętka i podpis Kierownika jednostki <i>stamp and signature of the Head of the Department</i></p> |
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| <p>Opinia: <i>Opinion:</i></p> <p>Pozytywna / Negatywna** <i>Positive / Negative</i></p> | <p>Zatwierdzam: <i>Approved by:</i></p> <p>.....</p> <p>pieczętka i podpis Samorządu Studentów <i>stamp and signature of Students' Parliament Representative</i></p> |
| | <p>.....</p> <p>pieczętka i podpis Dziekana <i>stamp and signature of the Dean</i></p> |

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

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