

Department's Internal Didactic Regulations
Wewnętrzny regulamin dydaktyczny jednostki

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| obowiązujący w roku akademickim <i>valid in academic year</i> | 2022/2023 |
| pełna nazwa jednostki <i>full name of the Department</i> | Department of Histology and Embryology |
| dane jednostki (e-mail, telefon) <i>contact to the Department (e-mail, phone no.)</i> | kzhe@pum.edu.pl +48 91 466 16 77 |
| kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (academic title, name and surname)</i> | Prof. dr hab. n. med. Barbara Wiszniewska |
| 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> | Medicine: <i>Assoc. Prof. Aleksandra Wilk, PhD Dsc</i> aleksandra.wilk@pum.edu.pl +48 91 466 16 84 Dentistry: <i>Dagmara Szypulska-Koziarska, PhD Dsc</i> dagmara.szypulska.koziarska@pum.edu.pl +48 91 466 16 81 |
| kierunek studiów <i>field of study</i> | Major: Medicine Major: Dentistry |
| rok studiów <i>year of studies</i> | I (1 st and 2 nd semester) |
| nazwa przedmiotu/przedmiotów <i>course/subject title</i> | Histology with Embryology Histology, Cytology and Embryology |

The aim of didactic classes of the following subjects:

Histology with embryology (Medicine) and Histology, cytology and embryology (Dentistry) is to achieve by Students the assumed learning outcomes and their verification in the form of the entry tests, cycle tests and exam

§1
Teaching Methods
Sposób prowadzenia zajęć

1. Classes are conducted in the form of lectures, seminars and practical classes, according to the schedule.
2. Classes and seminars are held in groups in the Department of Histology and Embryology of the PUM, 1st floor.
3. Student is obliged to wear the ID in a visible place.
4. It is forbidden to record and take pictures during the classes (lectures, practical classes and seminars). Students who do not comply with the aforementioned requirement will be asked to leave the classes, which will result in their absence from these classes.
5. Tutors do not consent to sharing or publishing their image, voice and attached materials.

§2
Mode and forms of compensation of missed activities
Sposób i formy wyrównywania zaległości, w tym odrabiania zajęć na skutek nieobecności

1. Presence at lectures is obligatory and can be randomly checked.

2. Presence at practical classes and seminars is obligatory. Each absence must be excused at tutor, within maximum of 7. days from the occurrence of the absence. Absence on more than 3 classes in a semester or failure to justify even one absence disables to pass the course, which means that Student is not allowed to participate in the final exam. Absence on the seminar or lecture is synonymous with absence on the practical classes.

3. The form of making up the material due to Student's absence is:

a) writing an entry test/a cycle test at the first classes after the absence. Student is obliged to inform tutor about the mentioned fact, otherwise Student receives minus 2 point (entry test)/0 points (cycle test).

b) study of the missed material during the classes before the practical test.

4. Cases of exceeding the permissible number of absences, e.g. due to the Student's longer illness, will be considered individually, and the decision is made by the Head of the Unit in agreement with the Dean /Vice-Dean of Faculty of Medicine and Dentistry.

§3

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

Warunki i sposoby dopuszczania Studentów do zaliczeń i egzaminów

1. The credit period of the subject is the academic year and it finishes with final examination which includes 2 parts: theoretical and practical. The condition to pass the final exam is achievement at least 3.0 from each part of the final exam.

2. The condition for participation in the final exam is obtaining a minimum of 61 points (45%) out of 136 points (4 theoretical tests + 4 practical test). Student who obtains a lower number of points is not allowed to participate in the final exam (both theoretical and practical part) and does not obtain credit for the course.

3. There is only one term for every cycle test, according to the schedule of each group. There are no retakes for cycle tests during the semester.

4. For Students who did not obtain the required minimum of points, a booster test (2 terms) is planned in the end of the second semester of the course, before final exam.

§4

Principles of attending classes during the academic year*

*Zasady dopuszczające Studenta do poszczególnych zajęć w danym roku akademickim**

1. Student is obliged to participate in classes only with the group indicated by Deans Office. There are no exceptions.

2. Students are required to be prepared for the practical classes in accordance with the topics of the classes included in the schedule. This knowledge will be verified in the form of iTest (the entry test) during the practical classes.

a. Student who does not pass the entry test receives minus 2 point.

b. During entry tests multiple logging into iTest, using websites other than iTest, minimizing windows, switching tabs, changing the size of letters results in receiving by Student negative points. All technical problems should be reported to the tutor immediately.

c. The possibility of improving entry tests and insight into these tests is not allowed.

3. Student is not allowed to attend classes if he is late, excluding extraordinary circumstances. The Student bears the consequences of being late.

4. Students will not be admitted to the classes or will be expelled from them in the event of improper behavior contrary to the Rules and Regulations of Study or other regulations in force at the University, behavior disrupting the conduct of classes threatening health, life or property, as well as in the event of a gross lack of personal culture in the relationship to the teacher or other Students participating in the classes.

5. Not admitting to classes or expelling from the classes in cases mentioned above is tantamount to being absent from the classes.

§5

Forms of credits, exams

Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów

1. During the academic year, Student takes four theoretical and practical four tests (cycle tests): 1st and 2nd theoretical and practical tests in the winter semester, and 3rd and 4th theoretical and practical tests in the summer semester.
2. The cycle test consists of the theoretical part (iTTest), of which Student can get a maximum 25 points, and the practical part, where Student can get a maximum 9 points: 1 point for each correctly identified and/or described and/or set organ/tissue/structure. Student can obtain maximum 34 points from each cycle test (136 points during the year).
3. Theoretical test is performed in the form of iTTest, during classes for Students of each group, according to the schedule. The test contains 25 questions (single and multiple choice).
4. During the practical test Student is obliged to recognize/describe/set 9 organs/tissues/structures:
 - 3 general (name, staining method, characteristic features are needed)
 - 2 details (name, staining method, characteristic features are needed)
 - 4 tissues/structures/ details to be set up by Student.

5. Final exam:

- a) Before entering the classroom, Student is obliged to present an ID with a picture. Before taking a seat, Student is obliged to put away all notes, notebooks, bags, folders and electronic equipment. Otherwise, it results in failure of the exam.
- b) During the exam Students are forbidden to use any unauthorized electronic equipment and communicate with each other.
- c) Otherwise, it results in failure of the exam.
- d) The final examination includes a theoretical and a practical part, which are separately assessed. The condition to take part in the practical exam is achievement at least 3.0 from the theoretical part of the exam.
- e) To achieve a positive grade from the final exam, Student need to achieve positive grades (at least 3.0) from each part of the exam. The final grade of the exam is the arithmetical mean of the both parts of the exam.

f) Exam – theoretical part

The theoretical part is conducted in the form of iTTest. The theoretical test consists of 60 questions, including single-choice and seemingly multiple-choice questions, randomly selected by the system. The points obtained are counted automatically by the system. Multiple login to iTTest, using websites other than iTTest, minimizing windows, changing letters, switching tabs and using electronic devices results in failing the exam. All technical problems should be reported to the tutor immediately.

g) Exam – practical part

During the practical part Student is obliged to recognize/described/set 19 organs/tissues/structures:

- 6 general (name, staining method, characteristic features are needed)
- 4 details (name, staining method, characteristic features are needed)
- 9 tissues/structures/details to be set up by Student.

h) Theoretical parts of final exam (1st term, 1st retake, 2nd retake) is conducted in a iTTest form.

i) Student and/or the Examiner, after the first failed retake, may apply to the Dean with a request to conduct the 2nd retake in the form of a commission exam.

§6
Circumstances of exemption from credits or exams
Warunki zwalniania z niektórych zaliczeń lub egzaminów

1. 10% of Students with the highest number of points (out of 136 points, **excluding points received from booster**), but not less than 85% of the above-mentioned, will be exempted from both: theoretical and practical part of the final exam.

§7

Form of admission to the pre-scheduled examination, referred to § 32 point 8 of Rules &Regulations of PUM

Warunki dopuszczenia Studenta do egzaminu w tzw. przedterminie, o którym mowa w § 32 ust. 8 regulaminu Studiów

- 1.** The preterm is tantamount with the exemption from the exam (both parts - practical and theoretical)
– see § 6.

§8
Assessment criteria
Kryteria oceniania

1. Theoretical test (cycle test)

The theoretical test consists of 25 questions. For each correct answer, Student receives 1 point. The maximum number of points that can be obtained is 25 per each theoretical test.

2. Practical test

For each correctly identified/described/set organ/tissue/structure 1 point can be obtained. All practical tests are conducted during classes for Students of each group, according to the schedule. There are no re-takes of the practical tests. The maximum number of points that can be obtained is 9 per each practical test.

| | 1st Semester | | 2nd Semester | | total |
|------------------|--------------------------------------|----|--------------|----|------------|
| | Number of points possible to achieve | | | | |
| Theoretical test | 25 | 25 | 25 | 25 | 100 |
| Practical test | 9 | 9 | 9 | 9 | 36 |
| | | | | | 136 |

3. Exam

a) Theoretical part

The theoretical part of an exam consists of 60 questions. For each correct answer Student receives 1 point. The maximum number of points that can be obtained is 60. Assessment criteria is according to the Rules and Regulation of Study

b) Practical part

For each correctly identified tissue/organ/structure 1 point can be obtained. The maximum number of points that can be obtained is 19. The condition of the participation of Student in the theoretical part of an exam, is obtaining at least 11 points from the practical part of an examination.

§9
Additional
(if specific nature of the subject requires extra information, please add it as a next points of this Regulations)

Inne

(jeżeli specyfika przedmiotu wymaga zamieszczenia w regulaminie dodatkowych informacji proszę o zapisanie ich w kolejnych punktach regulaminu)

For Students who repeat the 1st year (for the 1st time): The mark will be rewritten for Student who has already passed the practical and theoretical exam from the:

- Histology with Embryology (Medicine)
- Histology, Cytology and Embryology (Dentistry)

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| pieczętka jednostki | pieczętka i podpis Kierownika jednostki |
| Opinia: Pozytywna / Negatywna ** | Zatwierdzam: |
| pieczętka i podpis Samorządu Studentów | pieczętka i podpis Dziekana |

*jeżeli specyfikacja przedmiotu tego wymaga

**niepotrzebne skreślić