

## Department's Internal Didactic Regulations

Wewnętrzny regulamin dydaktyczny jednostki

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
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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</i> <a href="mailto:aleksandra.wilk@pum.edu.pl">aleksandra.wilk@pum.edu.pl</a> +48 91 466 16 84
kierunek studiów <i>field of study</i>	Major: Medicine
rok studiów <i>year of studies</i>	I (1 <sup>st</sup> and 2 <sup>nd</sup> semester)
<b>nazwa przedmiotu/przedmiotów</b> <i>course/subject title</i>	<b>Cytophysiology</b>

The aim of didactic classes of the Cytophysiology (Medicine) is to achieve by Students the assumed learning outcomes and their verification in the form of the graded credit.

### §1

#### Teaching Methods

*Sposób prowadzenia zajęć*

1. Classes are conducted in the form of lectures, according to the schedule.
2. Classes 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. 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.
6. Student is obliged to attend classes only with the group to which he was assigned. There are no exceptions.

### §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. Each absence must be excused at tutor, within a maximum of 7 days from the occurrence of the absence. Student can be absent on 2 lectures in one semester only.
2. The form of making up the material due to Student's absence is studying the missed material by Student.
3. Student who exceeds the allowed number of absences does not get the credit.
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 with an 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. In order to complete a subject it is necessary to achieve the intended learning outcomes confirmed by getting the graded credit and obtaining the particular number of ECTS credits.

### **§4**

#### **Principles of attending classes during the academic year\***

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

1. Student is be allowed to attend classes if he is late, excluding extraordinary circumstances. The Student bears the consequences of being late.
2. Students will not be admitted to the classes or will be expelled from them in the event of improper behavior contrary to the Regulations of the University 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. Not admitting to classes or expelling from the classes in cases mentioned above is tantamount to being absent from the classes.
3. Student is obliged to wear his/her ID in a visible place during the classes.

### **§5**

#### **Forms of credits, exams**

*Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów*

1. The graded credit is performed in a form of an iTest. It contains 30 questions (one, two, three or four answers can be correct). The points obtained are counted automatically by the system. Multiple login to iTest, using websites other than iTest, 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.
2. The 1<sup>st</sup> and the 2<sup>nd</sup> re-takes are performed in a form of an iTest.

### **§6**

#### **Circumstances of exemption from credits or exams**

*Warunki zwalniania z niektórych zaliczeń lub egzaminów*

1. There are no exemptions from credit.

### **§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. See § 6.

**§8**  
**Assessment criteria**  
*Kryteria oceniania*

**1. Graded credit**

Student needs to achieve at least 60% of the correct answers of the test to pass the subject. Assessment criteria is according to the Rules and Regulation of Study.

**§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 1<sup>st</sup> year (for the 1<sup>st</sup> time): The mark will be rewritten for Student who has already received credit with a grade.

..... pieczęćka jednostki	..... pieczęćka i podpis Kierownika jednostki
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Opinia: Pozytywna / Negatywna**	Zatwierdzam:
..... pieczęćka i podpis Samorządu Studentów	..... pieczęćka i podpis Dziekana

\*jeżeli specyfikacja przedmiotu tego wymaga  
\*\*niepotrzebne skreślić