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### Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

obowi zuj cy w roku akademickim <i>valid in academic year</i>	<b>2023/2024</b>
peęca nazwa jednostki <i>full name of the Department</i>	<b>Department of Histology and Embryology</b>
dane jednostki (e-mail, telefon) <i>contact to the Department (e-mail, phone no.)</i>	<u><a href="mailto:kzhe@pum.edu.pl">kzhe@pum.edu.pl</a></u> +48 91 466 16 77
kierownik jednostki (stopie /tytuł 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 dydaktyk w jednostce (stopie , imi i nazwisko, e-mail, telefon) <i>Course coordinator (academic title, name and surname, e-mail, phone no.)</i>	Medicine: <i>Sylwia Rzeszotek, PhD Dsc</i> <u><a href="mailto:sylwia.rzeszotek@pum.edu.pl">sylwia.rzeszotek@pum.edu.pl</a></u> +48 91 466 16 87
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>	Medicine: <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

#### Sposób prowadzenia zaj

*Teaching Methods*

1. Classes are conducted in the form of lectures (15h), according to the schedule. Classes are held in groups in the Department of Histology and Embryology of the PUM, 1st floor.
2. Attendance at lectures is obligatory and may be randomly checked. Student is obliged to attend classes only with the group to which he was assigned. There are no exceptions.
3. Student is obliged to wear the ID in a visible place.
4. 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 zaj 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 student makes up for the absence as part of self-study in order to achieve the assumed learning results.
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 Department with an agreement with the Dean /Vice-Dean of Faculty of Medicine and Dentistry.

**§3**

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

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**

**Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim\***  
*Principles of attending classes during the academic year\**

1. Student is not 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.
3. Not admitting to classes or expelling from the classes in cases mentioned above is tantamount to being absent from the classes and informing the Dean's authorities.

**§5**

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

1. The graded credit is performed in a form of an iTest. 1 in the classroom of the Chair and Department of Histology and Embryology.
2. ITest contains 30 questions (with one correct answer).
3. The points obtained are counted automatically by the system. The criteria and grading scale comply with the Regulations of the Studies of PMU.
4. 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.
5. The 1st and the 2nd re-takes are performed in a form of an iTest. The second re-take at the request of the Student, the Examiner or the Dean, may be a commission exam.

**§6**

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

1. There are no exemptions from credit.

**§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 Rules & Regulations of PMU*

1. See § 6.

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

**1. Graded credit**

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

**§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*

For Students who repeat the 1st year (for the 1st time): The mark will be rewritten for Student who has already received credit with a grade.

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Opinia: <i>Opinion:</i>  Pozytywna / Negatywna** <i>Positive / Negative</i>	Zatwierdzam: <i>Approved by:</i>
í í í í í í í í í í í í í í í í í í .. pieczętka i podpis Samorządu Studentów <i>stamp and signature of Students' Parliament Representative</i>	í . pieczętka 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*)