

Department's Internal Didactic Regulations

Wewnętrzny regulamin dydaktyczny jednostki

obowiązuje w roku akademickim <i>valid in academic year</i>	2023/2024
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 i imię i nazwisko) <i>Head of the Department (academic title, name and</i>	Prof. dr hab. na med. Barbara Wiszniewska
adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon)	Dr n. med. Sylwia Rzeszotek sylwia.rzeszotek@pum.edu.pl 91 466 16 87
kierunek studiów <i>field of study</i>	Faculty of Medicine
rok studiów <i>year of studies</i>	II (1 st and 2 nd semester)
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Zajęcia fakultatywne: W poszukiwaniu równowagi, czyli zaburzenia homeostazy hormonalnej Elective classes: In search of balance, or about disorders of hormonal homeostasis

§1

Teaching Methods

Sposób prowadzenia zajęć

1. Classes are conducted in the form of lectures (10 lectures/20 h), in accordance with the schedule and plan of studies in the form of direct contact or, in special cases (parent/enabling act) conducted remotely, in the form of e-learning, using distance learning methods and techniques.
2. Presence during the lectures is obligatory.
3. The persons conducting the classes do not consent to the sharing or publishing of their image and voice by third party.

§2

Mode and forms of compensation of missed activities

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

1. During the course, the student may (in the case of illness confirmed by a medical or dean's certificate) miss a maximum of 3 lectures.
2. Each absence from the classes must be excused at person responsible for the course, within a maximum of 7 days from the occurrence of the absence.

3. As a form of making up for the classes, it is assumed that the student familiarizes himself with the discussed topic on his own.
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 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 zaliczenia i egzaminów

1. The condition for taking credit for the classes is attending lectures in accordance with §2.
2. Absence from four or more lectures makes it impossible to obtain credit for the faculty.

§4

Principles of attending classes during the academic year

Zasady dopuszczania Studenta do poszczególnych zajęć w danym roku akademickim

1. The student is required to actively participate in the classes.
2. The student will not be allowed to attend classes if he/she is late for classes, except in special cases. The student bears the consequences of being late.
3. 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.
4. Not admitting to classes or expelling from the classes in cases mentioned above is tantamount to being absent from the classes.
5. The student is obliged to wear his/her ID in a visible place during the classes.

§5

Forms of credits, exams

Warunki i sposoby przeprowadzania zaliczenia przedmiotu i egzaminów

1. The condition for obtaining a credit for the grade from the classes is attending lectures in accordance with §2 and passing the final test for the subject.
2. The final test is in the form of an *iTest* and consists of up to 30 questions. The test contains questions randomly selected by the system, with one correct answer. The points obtained are counted automatically by the system and a score is issued on their basis. The questions concern the knowledge provided during the lectures.
3. The following rules apply during the final test:
 - a) Student is obliged to present a document with a photo, and before taking the place, put away all notes, notebooks, bags, folders and electronic equipment not approved for use during the exam in the designated place.
 - b) During the test Student is obliged to leave the switched off mobile phone in designated a place.
 - c) During the test Students are not allowed to communicate with each other.
 - d) Multiple logging into the *iTest*, switching the windows etc. is forbidden. All technical problems should be reported to the teacher immediately. The student is required to actively participate in the classes.
 - e) Failure to comply with the above-mentioned conditions entails the consequences contained in the

Study

Regulations.

4. If the Student does not take the credit test within the first deadline set by the Department, Student proceeds to the next date - the first retake date (only upon presentation of a medical or dean's leave). The final test has the 1st and 2nd retake dates. For Students who did not take the test by the specified date due to random reasons (sick leave, dean's leave, etc.), an additional date is set.
5. The questions included in the final test cover the knowledge provided during the lectures or provided by the teacher.

§6

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

Not applicable

§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

Not applicable

§8

Assessment criteria
Kryteria oceniania

1. Elective classes end with a grade. Passing takes the form of a final test.
2. To receive a positive grade and complete the course Student have to obtain a minimum of 60% of correct answers in the test (in accordance with the Rules and Regulations of Study).

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Opinia: Pozytywna / Negatywna**	Zatwierdzam:
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*jeżeli specyfikacja przedmiotu tego wymaga

**niepotrzebne skreślić

