

## Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

obowiązujący w roku akademickim <i>valid in academic year</i>	2023/2024
pełna nazwa jednostki <i>full name of the Department</i>	Department of Pathology
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kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (academic title, name and surname)</i>	Elżbieta Urańska MD, PhD
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>	<a href="mailto:sekrpato@pum.edu.pl">sekrpato@pum.edu.pl</a> phone 91 425 3478 dr med. Jolanta Hybiak
kierunek studiów <i>field of study</i>	Medicine
rok studiów <i>year of studies</i>	3rd
<b>nazwa przedmiotu/przedmiotów</b> <i>course/subject title</i>	<b>pathomorphology</b>

### §1

#### Sposób prowadzenia zajęć

*Teaching Methods*

1. Pathomorphology course comprises of 2 semesters of seminars and practical classes.
2. Seminars and practical classes are obligatory and presence is registered.
3. During pathomorphology course student must pass 4 multiple-choice tests according to the schedule.

Test questions are based on:

- a. Kumar, Abbas, Aster at al "Robbins & Kumar Basic Pathology, **11th ed.** Elsevier Co., 2022 (ISBN: 9780323790185)
- b. W. Domagała, M. Chosia, E. Urańska: "Atlas of histopathology". 1st edition, 2006 (ISBN 83-200-3476-0) and subjects taught during practical classes and seminars.

### §2

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

*Mode and forms of compensation of missed activities*

1. Every absence must be justified and notified within one week from the last day of a non-attendance period.

2. In case of a **justified absence** student must learn the material discussed during the missed seminar and/or practical classes and student's comprehension of the material must be checked within one week of the time of justification. It is a student's responsibility to make an appointment with a lecturer.
3. In case of such an **unjustified absence** student must make an appointment with a lecturer to demonstrate comprehension of the subject of the missing seminar and/or practical classes plus he/she must assist the pathologist in the surgical pathology gross room for 6 hours within one week of the time of justification to the nearest cycle test.
4. A **justified absence during autopsy** can be made up with another group or individually till **9.02.2024** in the winter semester and till **7.06.2024** in the summer semester (only in our Department).
5. An **unjustified absence during autopsy** can be made up with another group or individually till **9.02.2024** in the winter semester and till **7.06.2024** in the summer semester (only in our Department) plus the student must assist the pathologist in the surgical pathology gross room for 6 hours within one week of the time of justification to the nearest cycle test.
6. A student is expected to have no more than 2 absences per semester (including only one unjustified absence).
7. Students with more absences may not receive credit. Students who exceeds the allowed number of absences, e.g. due to prolonged illness of the student, will be considered on a case-by-case basis, and the decision will be made by the Head of the Department on her own or in consultation with the Dean.
8. Being late will be treated as justified absence hence it carries the same consequences as described for justified absence.
9. The student will not be allowed to attend classes if he/she is late for the classes for more than 20 minutes. It carries the same consequences as unjustified absence.
10. The student will not be admitted to the classes or will be withdrawn from them in case of inappropriate behavior disobedient to the study regulations or other regulations in force at the University, inappropriate behavior disrupting the conduct of classes, threatening health, life or property, as well as in case of being disrespectful in relation to the teacher or other students participating in the classes. Not admitting the student to the classes or asking the student to leave the classes in the cases mentioned above is equivalent to unjustified absence from the classes.

### §3

#### **Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów**

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

1. In order to be eligible for a test student has to obtain credits from all seminars and practical classes preceding it not later than one week before the date of the cycle test.
2. A failed test can be resubmitted twice. Retakes are in the formula of written answers for 5 questions. First retake will be within 14 days of the failed test, second retake in **in May 2024**.
3. Unjustified absence during any test is regarded as a failed test.
4. An official note giving the reasons of an absence during any test should be delivered during one week after the date of a test by email: [sekrpato@pum.edu.pl](mailto:sekrpato@pum.edu.pl) Failure to do so will be treated as an unjustified absence.
5. In case of justified absence from the cycle test, the student is still eligible to the first attempt, but the cycle test will take the form of a written answer to 5 questions.

### §4

#### **Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim\***

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

1. Student is expected to read the appropriate passages from textbooks. Student's comprehension of material will be checked every week. In case of insufficient knowledge to obtain credit, a student has to make an appointment with a lecturer within one week to demonstrate comprehension of the subject in question.
2. Student's preparation for classes and seminars may be verified orally (oral answers to questions from the scope of classes or seminars) or in writing (written answers to 1 or 2 questions from the scope of

classes or seminars). The results of written answers are announced to the students on the next working day at the latest.

## **§5**

### **Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów**

#### *Forms of credits, exams*

1. Students are NOT ALLOWED to use mobile phones or any electronic equipment for any communication during the multiple-choice tests and final examination.
2. To complete the winter semester a student is expected to collect all the credits for seminars and classes till the **9.02.2024**. To complete the summer semester a student is expected to collect all the credits for seminars and classes till the **7.06.2024**.
3. To be eligible for the final examination a student is expected to pass all the 4 tests and collect all the credits.
4. Unjustified absence during the exam is regarded as a failed test.
5. An official note giving the reasons of an absence during the theory test should be delivered during one week after the date of a test by email [sekrpato@pum.edu.pl](mailto:sekrpato@pum.edu.pl). Failure to do so will be treated as an unjustified absence.

## **§6**

### **Warunki zwalniania z niektórych zaliczeń lub egzaminów**

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

1. Students who pass all the 4 tests at a first attempt and will have average grade 4.1 or more will not have to sit for the final examination. Students who miss the first attempt of any test even for justified reasons (e.g. doctors note in case of illness) will not be exempted from the final examination.

## **§7**

### **Kryteria oceniania**

#### *Assessment criteria*

1. Multiple choice cycle test consists of 44 questions. These are single-choice questions and multiple-choice questions with one correct answer. Students have one minute to answer each question.
2. For each correct answer the student collects 1 point. To pass the test student should collect minimum 26 points (60% correctly answered questions).  
Grading scale for the cycle test:  
26-29 pts = grade 3.0  
30-32 pts = grade 3.5  
33-36 pts = grade 4.0  
37-39 pts = grade 4.5  
40-44 pts = grade 5.0
3. A failed test can be resubmitted twice. Retakes are in the formula of written answers (essay) for 5 questions. For each correct and detailed answer the student collects 1 point. To pass the retake test student should collect minimum 3 points. For the retake student may get grade 3,0 (pass) or 2,0 (fail).
4. The final exam consists of the practical part (25 test questions based on histological slides described during course) and the theory test (100 test questions). These are single-choice questions and multiple-choice questions with one correct answer.
5. The final grade of the final exam is calculated from the sum of points from the practical and theoretical exam. To pass the exam student should collect 75 points (60% correctly answered questions).  
Exam grade scale:  
75-84 pts = grade 3.0  
85-94 pts = grade 3.5  
95-104 pts = grade 4.0  
105-114 pts = grade 4.5  
115-125 pts = grade 5.0
6. Re-takes of the final examination will have the same form as the exam in the first attempt (see point 4 above).

**WE WISH YOU ALL THE BEST. DO NOT BE AFRAID. THIS IS A STUDENT -  
FRIENDLY DEPARTMENT.**

*Elzbieta Urańska, M.D.  
Professor and Chairwoman*