

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 MEDICAL REHABILITATION AND CLINICAL PHYSIOTHERAPY (KATEDRA I ZAKŁAD REHABILITACJI MEDYCZNEJ I FIZJOTERAPII KLINICZNEJ)
dane jednostki (e-mail, telefon) <i>contact to the Department (e-mail, phone no.)</i>	Secretary Iwona Żuk Interfaculty Didactic Center no. 2 (Międzywydziałowe Centrum Dydaktyki nr 2) Room 309; floor 3 Żołnierska Street 54 71-210 Szczecin tel: (91) 810 62 61 e-mail: spr@pum.edu.pl
kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (academic title, name and surname)</i>	Prof. dr hab. n. med. i n. zdr. Iwona Rotter
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>	Dr n. zdr. Hanna Mosiejczuk hanna.mosiejczuk@pum.edu.pl Interfaculty Didactic Center no. 2 (Międzywydziałowe Centrum Dydaktyki nr 2) Room 316; floor 3 Żołnierska Street 54 71-210 Szczecin tel: (91) 48 00 928
kierunek studiów <i>field of study</i>	English program: Faculty of Medicine.
rok studiów <i>year of studies</i>	V
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	1. REHABILITATION – 5 year

§1
Sposób prowadzenia zajęć
Teaching Methods

1. Didactic classes implemented in Department of Medical Rehabilitation and Clinical Physiotherapy for intramural full-time and extramural studies of English program: Faculty of Medicine and Dentistry shall be held of object:
 - a. **REHABILITATION V year – 15 hours of exercises.**
2. Forms of classes include exercises.
3. Amount of student in group during classes and their duration is determined by Dean's of medical field.
4. Didactic classes begins punctually at the time and place of the planned schedule for particular groups.
5. To participate in classes students are obliged to:
 - a. enter into the attendance list provided by the Dean's of Faculty of Medicine.
 - b. be prepared for the exercises in accordance with the recommendations of the Department of Medical Rehabilitation and Clinical Physiotherapy instructors.
6. Student will not be admitted to the classes in the following cases:
 - a. being late for classes is more than 20 minutes. However, it is a possibility to participate in them only in the random cases (eg. the failure of the tram, bus, etc.). A student who is late for classes in order to obtain a credit is obliged to write a report on these exercises and deliver it to the teacher within 7 days.
 - b. Lack of the necessary clothing required for classes of a given type – in accordance with the specificity of the classes conducted as part of the subject (§1 point 9).
7. The student will not be admitted to the classes or will be expelled from them in the event of inappropriate behavior contrary to the study regulations or other regulations in force at the University / hospital / clinic, behavior disrupting the conduct of classes, threatening health, life or property, as well as in the event of a gross failure personal culture in relation to the teacher or other people participating in the classes.
8. Not admitting to the classes or asking them to leave them in the cases mentioned above is tantamount to the absence from the classes.
9. During classes and practical exercises of Rehabilitation unitary protective clothing should be used:
 - a. apron, two-piece medical suit
 - b. changing clean medical footwear,
 - c. pinned up hair

- d. fingernails cut short, unpainted,
 - e. jewellery (earrings, rings, watches, bracelets, necklaces) before the class should be removed and secured,
 - f. identifier- ID,
10. For the disposal of students the changing rooms are available.
 11. Staying in Physiotherapy room is possible only during presence of the academic teacher.
 12. In physical therapy room is strictly forbidden arbitrary step on the ladder, use of rehabilitation equipment, commissioning of equipment for physiotherapy, etc.
 13. Classes of physical therapy, kinesitherapy and massage can start student, who possesses theoretical knowledge about the work principles of the equipment, knows the indications and contraindications for the use of the type of treatment and know the safety and health rules during work on the device.
 14. Each of the physical treatment is carried out only in the presence of a teacher who oversees the course of performing the procedure.
 15. During classes with device of laserotherapy in classroom can stay only students in special protective glasses.
 16. Each equipment failure should be immediately reported to the teacher conducting classes.
 17. During classes of physical therapy, kinesitherapy and massage is permitted to use their own dry, large terry towel.
 18. During classes it is forbidden to use laptops for purposes other than didactic and a total ban on smoking, including electronic cigarettes.
 19. Before starting exercises of physical therapy, kinesistherapy, massage each student gets acquainted with the rules of health and safety regulations in Physiotherapy Room and confirms this fact by signature.
 20. Consultation of object realized in Department of Medical Rehabilitation and Clinical Physiotherapy take place Department of Medical Rehabilitation and Clinical Physiotherapy didactic building Interfaculty Didactic Center no. 2 (Międzywydziałowe Centrum Dydaktyki nr 2), floor 3, Żołnierska Street 54 Szczecin.
 21. Consultation hours are determined by the teachers according to the schedule given on the information board and website of the Institut.
 22. Course program in the various institutions and groups will be posted on the information board of Department of Medical Rehabilitation and Clinical Physiotherapy and website of the Department.

23. For classes student is obliged to appear in a healthcare placement for 5 minutes before start of classes in full uniform.
24. Attendance on practical classes is obligatory.
25. The duration of classes is established according to the guidelines the teaching plan. Lunch break is 15 minutes.
26. Uniforms should be aesthetically pleasing according to the scheme outlined above.
27. Student is obliged to:
 - a. observe professional secrecy,
 - b. observe work rules, health and safety regulations, fire protection and sanitary-epidemiological,
 - c. immediately inform the academic teacher conducting classes about each case of mistake committed in your own work,
 - d. disciplining,
 - e. a systematic preparation for classes.
28. During classes students are not allowed to:
 - a. smoke cigarettes, it also covers electronic cigarettes
 - b. have visitors,
 - c. use phones,
 - d. lead discussions on personal life of mentees,
 - e. leave the institution of vocational education without the knowledge and permission of academic teacher / tutors,
 - f. lawlessly change duties.
29. After finishing the classes students are not allowed to stay in the institution without the knowledge of the university teacher.
30. Regulations are applicable for all institutions of vocational education.

§2

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

Mode and forms of compensation of missed activities

I. REHABILITATION V YEAR – Rehabilitation V year – 15 hours of exercises.

1. Attendance at all classes is obligatory.

2. The student is obliged to excuse missed classes no later than in period of 7 days, through writing justification.
3. Students can justify their absence by sending through postal way (scan, the original) or electronic way (scan, image) appropriate documents confirming the reason for the absence. Refers to documents such as a medical certificate, certificate of educational courses, certificate issued by the Rector of PUM and Dean, a certificate of volunteering.
4. Justification make academic teacher conducting classes indicate the timing and form of assessment excused absence.
5. In the case of lack of justification student does not receive complete of the course.
6. In the case of justified absences (sick leave), the student is obligated to make up the for the classes with another group, it is permissible in exceptional cases to make up for the material in the form of own preparation after consultation with the teacher.
7. A student will be allowed to pass the final test in the form of a test, who will have all the presence confirmed on the exercise card, and in the case of (excused / unjustified) absences from classes in a part of the block, will have completed classes confirmed by an entry in the attendance sheet by the teacher.

§3

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

I. REHABILITATION V YEAR – Rehabilitation V year – 15 hours of exercises.

1. Passing the course is based on: regular attendance, active participation in classes and obtain positive evaluation on the final test.
2. Seminars begins through checking knowledge from lectures and seminars.
3. Classes in form of exercises are preceded by checking the preparation of the student from the current topic / written or oral /. Obtaining an unsatisfactory grade would be tantamount with unpreparedness for exercise.
4. Completion of classes makes an academic teacher designated by a Head of Department of Medical Rehabilitation and Clinical Physiotherapy.
5. Received insufficient mark during classes should be improved during the two weeks during the consultation, as far as leading academic teacher will not consider otherwise.
6. Completion of didactic classes makes academic teachers conducted classes in Department of Medical Rehabilitation and Clinical Physiotherapy at the end of semester.
7. A way of making course credit establishes Dean's of Faculty of Medicine.

8. Course credit to the card is made on the last classes in a semester or on the day of the exam. If for important reasons, course credit to the card is not made within the aforementioned period, the Head of Department of Medical Rehabilitation and Clinical Physiotherapy designate the day, in which you can complete card. Information about additional period for course credit will be inserted on the information board and website of the Department.
9. Representative person of year collects cards and only that person delivers cards for signature at the time of consultation, unless been entered credits at the last class.
10. Course completion must occur before start of the examination session.
11. The Head of Department of Medical Rehabilitation and Clinical Physiotherapy to complete course, may decide to perform additional exam for students who was absent on part of classes.
12. Presence at all forms of classes conducted in the Department of Medical Rehabilitation and Clinical Physiotherapy is mandatory.
13. Obligatory attendance is regulated in the Regulations of Studies of the Pomeranian Medical University in Szczecin. **Annex to Resolution No. 59/2023 of the Senate of the PUM of June 21, 2023 &26.**

§4

Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim*

*Principles of attending classes during the academic year**

1.
2.

§5

Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów

Forms of credits, exams

I. Completion of course – Rehabilitation V year 15 hours of exercises:

1. Condition for obtaining credit from the subject **Rehabilitation V year** is a systematic attendance, class participation and obtain a positive evaluation from work covered in these classes.
2. The condition for admission to exam/test is the attendance at all classes and obtain credits from all exercises.
3. Completion of the course is held in form of a test consist 15 single-choice questions.

- 3.1. Time allowed of tasks takes 15minutes.
- 3.2. Student has completed the course, if gave more than 60% correct answers on the exam tasks.
- 3.3. Grading scale:
- | | | |
|--------|-------------------|--------------------------------|
| 3.3.1. | 8 points and less | - Insufficient / failed (2,0), |
| 3.3.2. | 9 | - Sufficient (3,0), |
| 3.3.3. | 10 | - Fairly good (3,5), |
| 3.3.4. | 11 | - Good (4,0), |
| 3.3.5. | 12 – 13 | - Good plus (4,5), |
| 3.3.6. | 14 – 15 | - Very good (5,0) |
- 3.4. The rating from the test is written to the protocol in the virtual dean's office
4. The student who completes all the classes caused by the absence can take the make-up test. The form of retake credit is identical to the form of the first term. (&5 points 3).
5. The student is entitled to **2** retakes credit.

§6

Warunki zwalniania z niektórych zaliczeń lub egzaminów

Circumstances of exemption from credits or exams

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1. An exemption from classes **REHABILITATION** may be awarded to a student who has graduated a physiotherapy/rehabilitation course/study in minimum 15 hours.

§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 § 32 point 8 of Rules & Regulations of PMU

1. Not applicable.

§8

Kryteria oceniania

Assessment criteria

1. They are presented in §5.

§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

1. In accordance with provisions of Rector No. 72/2012 **During examinations and credit tests is absolutely forbidden to use by students any electronic devices for the distant communication with other persons.**
2. The regulations shall be communicated to students at the first class by the Head of the Unit or designated academic teacher.
3. Other rules of classes, conduct of exams, student assessment of studies I, II degree and long-cycle studies, monitoring and verification of intended learning outcomes are contained in the **Study Regulations of the Pomeranian Medical University in Szczecin and in the Regulations of the Rector, Annex to Resolution No. 59/2023 of the Senate of the PUM of June 26, 2023.**
4. Function of didactic adjunct of Unit has dr Hanna Mosiejczuk on the didactic building Interfaculty Didactic Center no. 2 (Międzywydziałowe Centrum Dydaktyki no. 2), floor 3, room 317; Żołnierska Street 54 Szczecin. [hanna.mosiejczuk@pum.edu.pl]

..... pieczęćka jednostki <i>stamp of the Department</i> pieczęćka i podpis Kierownika jednostki <i>stamp and signature of the Head of the Department</i>
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Opinia: <i>Opinion:</i> Pozytywna / Negatywna ** <i>Positive / Negative</i>	Zatwierdzam: <i>Approved by:</i>
..... pieczęćka i podpis Samorządu Studentów <i>stamp and signature of Students' Parliament Representative</i> pieczęćka 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*)