

**Internal Department Didactic Regulations**

**The English Programme – The Faculty of Medicine**

<i>Valid for the academic year</i>	2023/2024
<i>Full name of the department</i>	Department of Skin and Venereal Diseases
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<i>Head of department (academic title, name and surname)</i>	Dr. Mariola Marchlewicz PhD, Professor of Dermatology
<i>Course coordinator (academic title, name and surname, e-mail, phone no.)</i>	Dr. Tadeusz Dębniak PhD, Professor <a href="mailto:debniak@pum.edu.pl">debniak@pum.edu.pl</a> , tel. 601582132
<i>Field of study</i>	Faculty of Medicine
<i>Study Year</i>	III
<i>Course title</i>	<b>Dermatology</b>

**§1**

**Teaching Methods**

1. The course consists of lectures, seminars and practical classes.
2. Lectures, seminars and practical classes are obligatory and the student attendance will be registered.

## §2

### **Making up missed activities**

1. Students are not allowed to have unjustified absences during the course.
2. A student who has missed no more than three lectures, seminars or classes for justified reasons is allowed to make up the missed activities. The absence should be justified directly at the next class attended. In the event of an absence due to illness, a medical certificate is required.
3. A student who has missed more than 3 lectures, e-learning lectures, seminars or classes will not be credited
4. In exceptional cases justifying the absence of more than 3 lectures, e-learning lectures, seminars or classes, the course completion can only be decided by of the Head of the Department and the Dean.
5. A student may complete the missing program, making up classes in co-ordination with a teacher, as an oral examination, within the framework of self-study in form of an essay. It is the responsibility of the student to make an appointment with a given lecturer.
6. Classes that were not completed due to holidays or Rector's days needn't be retaken, although given lecturer requires of the student to demonstrate relevant knowledge binded during the missed activities.

## §3

### **Requirements for course completion**

1. The student is obliged to prepare systematically for the classes. Receiving an unsatisfactory grade regarding the scope of the knowledge for two classes means that the student will not receive an exam admission.
2. There is no possibility to make up the missed activities and crediting classes after completing the scheduled programme. The student should make up the missing classes before the practical credit.

3. The student is obliged to get acquainted with Studies Regulations, Internal Department Didactic Regulations and CET Regulations before the exam.

#### **§4**

##### **The rules for admitting the student to individual classes in a given academic year\***

1. Classes can be credited in oral or written form on two occasions by the supervisor who conducts the classes and a third, final time, by the Head of the Department or by an authorised teaching assistant.
2. Student cannot be admitted to classes in following cases: a) delay for classes over 20 minutes; b) lack of proper uniform necessary for classes (medical apron, variable footwear).
3. Student cannot be admitted to classes or will be asked to leave classes in the result of unproper behavior contradictory to study regulations or other obligatory in University/hospital/department rules, behavior disruptive for conducting classes, life, health or property threatening, and also in case of glaring lack of personal culture relative to teaching assistant or other individuals participating in classes.
4. Non-admission to classes or leaving them in the result of teacher's request in cases mentioned above, is equal with absence from classes.

#### **§5**

##### **Forms of the final exam**

1. The practical credit takes an oral form during classes and is performed by given lecturer. The achievement of practical credit is obligatory to take the Dermatology exam.
2. The Dermatology exam has to be completed with a written single choice test of 60 questions.
3. In case of awarding an unsatisfactory grade, according to regulations on studies, the student may attend two retakes. First retake exam has to be completed with a written single choice test of 60 questions, the second retake has an oral form at the Head of Department or a person designated by him.
4. Examination schedules will be announced by 30 November 2023.

5. Rules of the board exam are in accordance with Studies Regulations.
6. During the oral and written examination, it is forbidden to have any electronic devices or communicate with other individuals.

## **§6**

### **Exemptions from sitting exam or reaching a course credit**

1. There will be no exemptions from sitting the course credit and final exam. Pre-scheduled examination will not be planned.

## **§7**

### **Admission to pre-scheduled examination, referred to § 32 section 8 of the study regulations**

N/A

## **§8**

### **Assessment criteria**

1. Obtaining a pass grade for a test requires 60% proper answers.
2. The following grade criteria are applied during the test exam: an excellent grade (92-100%), a very good grade (84-91%), a good grade (76-83%), a satisfactory grade (68-75%), a sufficient grade (60-67%), an insufficient/failed grade  $\leq 59\%$ .
3. Unjustified absence from the exam results in the awarding of an automatic unsatisfactory grade.

## **§9**

### **Other issues**

<p>.....</p> <p>pieczęćka jednostki <i>Department stamp</i></p>	<p>.....</p> <p>pieczęćka i podpis Kierownika jednostki <i>Head of the Department stamp and signature</i></p>
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<p>Opinia: <i>Opinion:</i></p> <p>Pozytywna / Negatywna ** <i>Positive / Negative</i></p>	<p>Zatwierdzam: <i>Approved by:</i></p>
<p>.....</p> <p>pieczęćka i podpis Samorządu Studentów <i>stamp and signature of a representative of the Student Parliament</i></p>	<p>.....</p> <p>pieczęćka i podpis Dziekana <i>stamp and signature of the Dean</i></p>

\*jeżeli specyfikacja przedmiotu tego wymaga (*if the subject specifies these requirements*)

\*\*niepotrzebne skreślić (*delete if not appropriate*)