

Department's Internal Didactic Regulations

valid in academic year	2023/2024
full name of the Department	Department of Functional Diagnostics and Physical Medicine
contact to the Department (e- mail. phone no.)	e-mail: dfimfiz@pum.edu.pl phone no.: 91 8106 261
Head of the Department (academic title, name and surname)	Prof. dr hab. n. zdr. Anna Lubkowska
Course coordinator (academic title, name and surname, e-mail, phone no.)	dr n. zdr Aleksandra Radecka aleksandra.radecka@pum.edu.pl tel.: 91 4800 989
field of study	Medicine and Dentistry
year of studies	4
course/subject title	Physiotherapy in dentistry

§1

Mode of conducting classes

1. Subject classes are held according to the forms specified in the study programs approved by the Senate of the PMU in Szczecin.
2. The forms in which classes are held include: seminars and exercises.
3. Teaching classes begin punctually at the time and place specified in the schedule for individual fields of study, unless the teacher informs students through the student representative about changes to the place and time of classes.
4. The size of the groups in the classes and their duration is determined by the Rector's Order.
5. Students are required to attend classes with their dean's group, In exceptional situations it is possible to do the exercise in another group, with the prior consent of the class instructor.
6. The use of mobile phones and electronic devices enabling remote communication with others for purposes other than teaching is prohibited during classes.

§2

Methods and forms of making up for arrears, including making up classes due to absences

1. The student must excuse their absence, no later than 7 days after returning to the university (only sick leave provided on paper will be accepted).
2. A maximum of 1 unexcused absence is allowed per semester, during classes in a given subject.
3. The student is obliged to complete the learning outcomes from the classes he missed as part of self-study/in the form of a report/making up classes. The form and date of the assessment are determined by the instructor.

4. It is allowed to attempt to complete individual classes twice. In the case of credits resulting from absence, the learning outcomes must be completed within 2 weeks of returning to the university.
5. The student will not receive credit for the course if more than one absence is unjustified or if the relevant learning outcomes are not met.

§3

Conditions and ways of allowing students to get the subjects credits

1. Credit for each course is awarded to the student who:
 - attended and actively participated in classes and obtained credits for the applicable learning outcomes and/or self-education work;
 - within the maximum deadline of two weeks during the consultation (unless the supervising academic teacher decides otherwise), he obtained credit for the classes he missed or had not previously obtained credit for in them (two additional deadlines for passing the classes are allowed).
2. The final credit for the series of classes is awarded to a student who:
 - attended the theoretical and practical classes provided for in the study programme with 100% attendance or, in the case of permissible absences, excused them;
 - submitted and passed the required self-education work within the prescribed deadlines;
 - has obtained a pass in each class and has taken and passed a final examination
3. Final credits for didactic classes are made by instructors at the Department of Functional Diagnostics and Physical Medicine. The method of making entries is determined by the Dean's Office of the Faculty of Medicine and Dentistry of the PMU of Szczecin. Entries are made by the Head of the Department or an authorized person within the deadlines set by the Head of the Department.

§4

Rules of allowing students to participate in classes in an academic year

1. The student will not be allowed to attend classes in the following cases:
 - being late for classes more than 20 minutes,
 - lack of necessary clothing required for exercises,
 - the length of fingernails is longer than that of fingernails,
 - failure to comply with the rules applicable in teaching and research laboratories (training rooms)
2. The student will not be admitted to classes or will be asked to leave them in the event of inappropriate behavior contrary to the study regulations or other regulations in force at the University/laboratories, behavior disrupting the conduct of classes, threatening health, life or property, as well as in the event of a gross lack of personal culture. towards the teacher or other people taking part in the classes.
3. Not being allowed to attend classes or being asked to leave them in the cases referred to in point. 1 and 2 is equivalent to the Student's unexcused absence from classes.
4. The rules applicable in individual research and teaching laboratories will be presented in detail during the first classes of individual subjects taught there.

5. Students participating in classes are obliged to wear specific clothes. The dress code for teaching classes will be clarified during the first class in a given subject. Lack of appropriate clothing is considered unprepared for classes.

§5

Conditions and ways of carrying out the subject credits

1. The form of obtaining credit for individual subjects is specified in the study programs approved by the PMU Senate.
2. The form of the final assessment is specified in the syllabus and will be presented at the first class.
3. Possible forms of assessment include: oral answer, written answer (closed and/or open questions), presentation of practical skills and final work.
4. Credit for classes is based on: systematic participation in classes, active participation in classes and completion of learning outcomes provided for in the course program.
5. Classes may be preceded by checking the student's preparation on the current topic (orally or in writing).
6. Examinations in individual subjects are carried out as part of a continuous session on dates agreed between the lecturers and the year heads, then approved by the dean and published on the dean's website, in accordance with §23 section 6, 8 and 9 of the Study Regulations of the Pomeranian Medical University in Szczecin.
7. During final examinations, students are prohibited from possessing electronic devices enabling remote communication with other people. Failure to comply with the prohibition results in the discontinuation of the credit or examination for a given student and, at the same time, failure to pass the exam.

§6

Conditions of exemption from test and exmas

There is no provision for the student to be exempted from credit.

§7

Assessment criteria

1. For credits, the following evaluation criteria are used:
 - very good - 5.0 [$\geq 92\%$].
 - more than good - 4.5 [$\geq 84\%$].
 - good - 4.0 [$\geq 76\%$].
 - fairly good - 3.5 [$\geq 68\%$]
 - satisfactory - 3.0 [$\geq 60\%$]
 - insufficient - 2.0 [less than 60%].
2. Students are entitled to two resits if they receive an insufficient grade in the final course.

§8

Additional

1. During practical classes conducted in research and teaching laboratories, students are prohibited from using mobile phones and other electronic devices that are not KiZDFiMF teaching equipment without the consent of the instructor.
2. Consultations on subjects taught by teachers at the Department and Department of Functional Diagnostics and Physical Medicine take place at the Department's headquarters at ul. Żołnierska 54 and 48, and the dates will be posted on the Department's website.
3. Syllabuses and curricula for the various subjects taught by the Department of Functional Diagnostics and Physical Medicine will be posted on the Department's website.
4. Other issues not mentioned in the above regulations shall be governed by the Rules and Regulations of the Pomeranian Medical University.

..... stamp of the Department stamp and signature of the Head of the Department
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Opinion: Positive / Negative**	Approved by:
..... stamp and signature of Students' Parliament Representative stamp and signature of the Dean

**if the specification of the subject requires*

*** delete as not appropriate*