

Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

obowiązujący w roku akademickim <i>valid in academic year</i>	2024/2025
pełna nazwa jednostki <i>full name of the Department</i>	Department of Pediatric and Oncological Surgery, Urology and Hand Surgery
dane jednostki (e-mail, telefon) <i>contact to the Department</i> <i>(e-mail, phone no.)</i>	Tel. 91-4253186 e-mail: kkchdz@pum.edu.pl
kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department</i> <i>(academic title, name and surname)</i>	dr n. med Kaja Giżewska-Kacprzak
adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon) <i>Course coordinator (academic title, name</i> <i>and surname, e-mail, phone no.)</i>	dr n. med Kaja Giżewska-Kacprzak kaja.gizewska.kacprzak@pum.edu.pl tel: 914253186
kierunek studiów <i>field of study</i>	Faculty of Medicine (6-years MD)
rok studiów <i>year of studies</i>	IV
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Pediatric Surgery

§1

Mode of conducting classes

1. Classes are held in the forms determined under the curriculum approved by the Faculty of Medicine and Dentistry Council.

1. Lectures (10 hours)
2. Seminars (15 hours) according to the didactic plan
3. Practical classes (15 hours) according to the didactic plan

2. Classes begin promptly at the time and place specified in the timetable for individual groups.
3. Cigarette smoking is strictly prohibited during the class.
4. During the class, it is forbidden to use mobile phones as well as electronic devices for communicating with other people over a distance for purposes other than teaching.

§2

Method and forms of reducing a backlog including that arising as a result of absence

1. The student is required to present a written justification for the unattended classes **no later than 7 days after rejoining the class**.
2. The academic teacher conducting the classes accepts the justification and sets the time and form of making up for the contents or skills carried out during the missed class.
3. If the absence is not justified within the stated period or the Final Educational Effects are not passed, the student does not receive the credit for the course.
4. The failing grades received during the classes should be improved within two weeks at the class-leading academic teacher's duty hours, unless the teacher will decide otherwise.
5. No more than two attempts to improve the unsatisfactory grade are allowed.
6. Consultations on the subjects taught in the Department of Pediatric Surgery are held according to the schedule given on the notice board and website.

§3

Conditions and ways of allowing students to get the subject credits

1. All courses (subjects) end with a passing grade.
2. Getting a credit requires: regular attendance at classes, active participation in classes and achievement of education outcomes envisaged in the curriculum.
3. During classes, written tests will be held to assess students' knowledge of the previous and current material. In the case of obtaining the unsatisfactory grade and not improving it by the student (§ 2 paragraphs 4 and 5 of the Rules of Procedure of the Department), the Final Educational Effect is regarded as not obtained, and so the student does not get the credit for the subject.

§4

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

1. The student will not be admitted to class in the following cases:
 - a) being late for classes exceeding 20 minutes,
 - b) failure to meet the requirements set out in §4 points 4 and 5 of the Internal Regulations.
2. The student will not be allowed to participate in the classes or will be expelled from them in case of improper behavior contrary to the rules of the studies or other regulations in force at the University/hospital/clinic, behavior disrupting the conduct of the classes, threatening health, life or property, as well as in the event of a gross lack of personal culture in relation to the teacher or other people participating in the classes.
3. The Student's non-admission to classes or expulsion from classes in the cases referred to in points 1 and 2, is tantamount to the Student's absence from classes.

4. During exercises, the student is obligated:

- to wear protective clothing
- to wear changed shoes
- to have pinned up hair,
- to have cut-short, unpainted natural nails,
- to take off and secure jewelry (earrings, rings, bracelets, necklaces) before the class,
- to have the ID badge

§5

Conditions and ways of carrying out the subject credits

1. The form of assessment for the subject credit is defined in the curriculum endorsed by the Faculty of Medicine and Dentistry Council.
2. Getting a credit requires: regular attendance at classes (one hundred percent attendance), active participation in classes and achievement of education outcomes envisaged in the curriculum.
3. Classes will be preceded by checking if the student is prepared for the current topic (in a written or oral form). Obtaining the unsatisfactory grade by a student and not improving it (§2 points 4 and 5 of the Internal Regulations) is synonymous with failure to pass the Final Educational Effects in terms of knowledge, and consequently failure to receive the credit for the course.
4. The last day of classes in a given subject (according to the Schedule of Classes) is the deadline for final credit.
5. The method of making course credit entries is determined by the Dean's Office of the Faculty of Medicine and Dentistry.
6. Getting a credit (graded assessment) requires achievement of learning outcomes envisaged in the curriculum.

§6

Conditions of exemption from tests and exams

1. Decisions about an exemption from the credit can be made individually by the assistant conducting the classes. An exemption can only concern exclusively students that were present in all practical classes and seminars and showed both extracurricular knowledge and practical skills from the field of surgery required in the program.

§7

Conditions of allowing students to sit an exam ahead of the schedule, as stated in § 32 paragraph 8 of the Study Regulations

Not applicable

§8

Assessment criteria

1. The criteria include siting and examination of 20 MCQ questions about pediatric surgery
2. The Department uses grades in accordance with the criteria of the University's regulations:
 - 1) excellent – 5.0 ($\geq 92\%$),
 - 2) very good – 4.5 ($\geq 84\%$),
 - 3) good – 4.0 ($\geq 76\%$),
 - 4) satisfactory – 3.5 ($\geq 68\%$),
 - 5) sufficient – 3.0 ($\geq 60\%$),
 - 6) insufficient - 2.0 (below 60%)
3. In case of an unsatisfactory result (below 60%), a student can retake the examination in form of an oral exam with the assistant conducting the practical classes.

§9

**§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

..... 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*)