

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>	Samodzielna Pracownia Epigenetyki Klinicznej <i>Independent Clinical Epigenetics Laboratory</i>
dane jednostki (e-mail, telefon) <i>contact to the Department</i> (<i>e-mail, phone no.</i>)	Centrum Nowych Technologii Medycznych ul. Unii Lubelskiej 1, 71-252 Szczecin epigenetyka@pum.edu.pl, tel. (91) 441 72 01
kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department</i> (<i>academic title, name and surname</i>)	Dr hab. n. med. Tomasz Wojdacz, prof. PUM
adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon)	Dr hab. n. med. Tomasz Wojdacz, prof. PUM tomasz.wojdacz@pum.edu.pl tel. (91) 441 72 01
kierunek studiów <i>field of study</i>	Lekarski <i>Medicine</i>
rok studiów <i>year of studies</i>	III
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Epigenetyka w medycynie <i>Epigenetics in Medicine</i>

§1

Sposób prowadzenia zajęć
Class teaching practices

1. The class is held according to the regulations specified in the educational programs approved by the Senate of the PMU in Szczecin.
2. Classes take place punctually at the time and location specified in the schedule for specific study programs (syllabus).

§2

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

Class absence and practices in case of justified absence

1. The presence in all classes is monitored.
2. One absence is acceptable but the student is obligated to submit sick leave referral or Dean's Certificate justifying the class absence no later than 7 days after return to the class.

3. The teacher of the class approves the reason for the absence and arranges with the student the form of assessment learning outcomes regarding the part of the program thought during student's absence.
4. Any unjustified absence will result in failure of the class.
5. In case of failure of the specific class, student has right for two attempts to pass the class within two weeks period from the first fail grade. Appropriate arrangements for repeating the class or exam need to be agreed upon with the class teacher during so called consulting hours.
6. The times of the consulting hours are announced on the notice board at the Independent Clinical Epigenetics Laboratory, room 3 CNTM (ul. Unii Lubelskiej 1) and on the PUM website.
7. In extraordinary circumstances the Head Independent Clinical Epigenetics Laboratory in agreement with the Dean of the Faculty of Medicine and Dentistry make decision regarding unjustified class absence.

§3

Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów

Requirements for course completion and crediting of the course

1. Student's participation in the course is graded at the end of the course.
2. The condition for awarding the grade at the end of the course are as follows: regular attendance at classes, active participation in classes and completion of the learning outcomes described in the course program (syllabus).
3. During the lectures and/or classes, the level of student's preparation to the class will continuously be evaluated with written or oral assignments. If the student fails to be prepared to the class and will not arrange or fail subsequent attempts to achieve higher grade (in accordance with §2 points 4 and 5 of the Internal Regulations), the student does not receive credit for the course.

§4

Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim*

The obligations of the student participating the class

1. Student is obligated to be prepared to the classless according to the literature listed in the course program (syllabus).
2. Student will not be admitted to participate in the class in case of being more than 20 minutes late.
3. Taking photographs and making recordings or movies during lectures, seminars, or clinical classes without permission of the lecturer are strongly prohibited. Failure to comply with these principles may be penalized by law.

4. In case of the inappropriate behavior the student will be asked to leave the class and the absence will be considered unjust absence in the class.
5. Students participating in classes are required to observe and adhere to sanitary guidelines as well as safety regulations outlined in xxxxxxxxxxxxxxxx.
6. Students should immediately report to the instructor all accidents or injuries sustained during in the department during the classes.

§5

Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów

Criteria for assessing the achieved learning outcomes and the form and conditions for receiving credit

1. The detailed description of the process of obtaining credit for specific courses is provided in the study plans approved by the Council of the Faculty of Medicine and Dentistry.
2. Attendance (100%) of classes, active participation in classes and completion of the learning outcomes provided for in the course program (syllabus) are mandatory to obtain the credit and grade after completion of the class.

§6

Warunki zwalniania z niektórych zaliczeń lub egzaminów

Conditions of exemption from credits or exams

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§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, according to § 32 point 8 of Rules & Regulations of PMU

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§8

Kryteria oceniania

Assessment criteria

Credit for classes is granted to a student who completed the classes in full number of teaching hours and received credit for skills described in learning outcomes of the class (syllabus).

§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*

In disputes regarding teaching activates in the Independent Clinical Epigenetics Laboratory, are mediated by the Head of the Unit.

<p>.....</p> <p>pieczęć jednostki <i>stamp of the Department</i></p>	<p>.....</p> <p>pieczęć i podpis Kierownika jednostki <i>stamp and signature of the Head of the Department</i></p>
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<p>Opinia: <i>Opinion:</i></p> <p style="text-align: center;">Pozytywna / Negatywna** <i>Positive / Negative</i></p>	<p>Zatwierdzam: <i>Approved by:</i></p>
<p>.....</p> <p>pieczęć i podpis Samorządu Studentów <i>stamp and signature of Students' Parliament Representative</i></p>	<p>.....</p> <p>pieczęć i podpis Dziekana <i>stamp and signature of the Dean</i></p>

*jeżeli specyfikacja przedmiotu tego wymaga (*if the specification of the subject requires*)

**niepotrzebne skreślić (*delete as not appropriate*)