

### Department's Internal Didactic Regulations

valid from academic year	2025/2026
full name of the Department	Department of Biology, Parasitology, and Pharmaceutical Botany
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Head of the Department (academic title, name and surname)	Prof. Danuta Kosik-Bogacka, DSc, PhD
Didactic Responsible/ Course coordinator (academic title, name and surname, e-mail, phone no.)	Karolina Kot, PhD e-mail: <a href="mailto:karolina.kot@pum.edu.pl">karolina.kot@pum.edu.pl</a> phone no: 91-466-1672
field of study/major	dentistry
year of studies	1 year
course/subjects title	<b>Biology</b>

#### §1

##### Methods of Teaching

1. The subject "Biology" includes 30 hours, consisting of 10 hours of lectures (7 hours with the teacher and 3 hours in e-learning format) and 20 hours of exercises. Classes take place at the Department of Biology, Parasitology, and Pharmaceutical Botany.
2. Recorded seminars and class materials are made available through the TEAMS platform in a specially created team (group name: Dentistry – Biology).
3. Students are required to wear their ID badges in a visible place.
4. Students must attend classes and assessments only with the group to which they have been assigned. Exceptions to this rule require documented justification and the consent of the teacher conducting the classes. Consent must be obtained at least one day before the scheduled class.
5. Recording or filming the course without the teacher's permission is prohibited.

#### §2

##### Mode and forms of compensation of missed activities

1. Seminars and classes are compulsory.
2. Each absence must be justified with a medical certificate or a dean's excuse within one week of the absence. **Two justified absences** are allowed.
3. With the teacher's consent, a missed class may be made up during the same week with another student group.
4. If a missed class is not made up, the student is required to learn the material independently. Knowledge of the missed material will be assessed during the

next class, either in written or oral form. Additionally, the student is required to independently prepare the class documentation (parasite drawings).

5. Absence from **three classes** or failure to justify an absence will result in being disqualified from the final assessment. Cases in which the allowable number of absences is exceeded due to prolonged illness will be considered individually, and the decision will be made by the Head of the Department or in consultation with the Dean/Vice-Dean of the Interfaculty Centre for English-Language Education.

### §3

#### **Conditions and methods for admitting students to final course assessments and examinations**

1. The condition for being allowed to take the final credit (graded) is obtaining positive grades from all partial credits, any entrance quizzes, and presentations, receiving approval for tasks completed in the exercise notebook, as well as attendance at exercises and lectures in accordance with §2.

### §4

#### **Conditions for allowing students to take part in classes**

1. Students are required to arrive on time for classes. Being more than 15 minutes late will be considered an absence.
2. Students are expected to come prepared with the material designated for each class, as knowledge may be assessed through an entry test.
3. Each student is required to maintain written and graphical documentation of the practical part of the class. This documentation will be regularly checked, so students must bring their exercise notebook to every class. Documentation on electronic devices will not be accepted.
4. During the classes, an outfit adapted to the place and circumstances is required. There are generally applicable rules of behavior and dress. It is not required to come to the class in medical aprons and replacement shoes. An official uniform is required for the final test.
5. A student may be denied entry to or removed from class in the event of inappropriate behavior that violates the study regulations or other university policies, disrupts the class, poses a threat to health, life, or property, or demonstrates gross disrespect toward the instructor or other participants.
6. Being denied entry to or removed from class in the cases mentioned above is considered an absence.

### § 5

#### **Conditions and means for conducting partial course assessments (including the number of retake opportunities for such assessments)**

1. Partial assessments and any entry tests are conducted during practical classes.
2. During the semester, there will be **two partial tests** (in the form of single-choice tests) on the material covered in exercises and **one practical test** (identifying parasite species on slides). The first test contains 20 questions (10 min.), the second 10 questions (time: 10 min.); the practical credit consists of identifying 5 slides (time: 10 min.); both the correct species name (latin name) and developmental form are evaluated, but points cannot be awarded for recognizing only the developmental form.
3. Passing the theoretical and practical partial test requires at least 60% of possible points. Points are converted into grades.

4. Positive partial credit grades cannot be improved to a better grade.
5. There are up to three dates for each partial tests (including two retakes). The first date is published in the schedule on the Department's website. Retake dates are arranged with the academic teacher.
6. During one exercise, students (in groups of 2-3) present a 10-minute PowerPoint presentation on assigned topics, also prepared in written form. Each presentation and written work are subject to substantive and formal evaluation.
7. Submitting work prepared by others — including copying from the Internet without citation, commissioning others to do the work, or generating content using AI tools without original input — will be treated as a violation of academic integrity and reported to the Student Disciplinary Officer.

## **§6**

### **Conditions and means for conducting final course assessments and exams**

1. A condition for being admitted to the final test-based assessment is obtaining a passing grade (minimum 60% correct answers) from all partial tests and presentations at least one week before the final test date.
2. The final grade for the course *Biology* is based on the result of the final assessment.
3. The final assessment is a single-choice test (40 questions total: 20 from lecture material and 20 from exercise material; time: 40 min.).
4. An unexcused absence from the final assessment or from scheduled resit sessions is equivalent to a failing grade. Justification for absence from the final assessment must be submitted by the student or an authorized representative within one week from the scheduled date of the final test.
5. Students may retake the final test twice. At the request of the Head of the Department or students taking the second resit, the final assessment may be conducted as a board examination. In exceptional cases, the Head of the Department may schedule a third resit. General rules for the board examination are defined in the Rector's Regulation.
6. The results of the final assessment will be made available to students through the university's online system (Virtual Dean's Office) within 5 working days from the date of the assessment.
7. During partial and final assessments, students are prohibited from possessing electronic devices that allow communication with others. Behavior suggesting the possession of such devices, or confirmation of their presence during assessments, will result in consequences as described in the "Study Regulations of PUM in Szczecin."

## **§7**

### **Conditions for exemption from some final course assessments or exams**

1. Not applicable

## **§8**

### **Forms of admission to the pre-scheduled examination**

1. Not applicable

## **§9**

### **Assessment criteria**

1. The point-based grading scale used for the first theoretical partial test is as follows: 12-14 pts – 3.0 (pass); 15 pts – 3.5 (satisfactory); 16-17 pts – 4.0 (good); 18 pts – 4.5 (above good); 19-20 pts – 5.0 (very good).
2. The point-based grading scale used for the second theoretical partial test is as follows: 6 pts – 3.0 (pass); 7 pts – 3.5 (satisfactory); 8 pts – 4.0 (good); 9 pts – 4.5 (above good); 10 pts – 5.0 (very good).
3. The point-based grading scale used for the practical partial test is as follows: 3 pts – 3.0 (pass); 3.5 pts – 3.5 (satisfactory); 4 pts – 4.0 (good); 4.5 pts – 4.5 (above good); 5 pts – 5.0 (very good).
4. To receive a passing grade in the final single-choice test assessment, a minimum of 60% correct answers is required. The following point-to-grade scale applies: 24-27 points: 3.0 (sufficient); 28-30 points: 3.5 (fairly good); 31-33 points: 4.0 (good); 34-36 points: 4.5 (more than good); 37-40 points: 5.0 (very good)

**§10  
Additional**

if specific nature of the subject requires extra information, please add it as a next points of this Regulations

1. Any matters not covered by the regulations will be considered upon written request submitted by the interested party to the office of the Department of Biology, Parasitology, and Pharmaceutical Botany.

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

\* strike out what does not apply