

Department's Internal Didactic Regulations

<i>valid in academic year</i>	2025/2026
<i>full name of the Department</i>	The Independent Laboratory of Pharmacokinetic and Clinical Pharmacy
<i>contact to the Department (e- mail, phone no.)</i>	farmkin@pum.edu.pl ; 91 815 10 06
<i>Head of the Department (Academic title, name, and surname)</i>	Maria Dąbkowska, Ph. D., D.Sc.
<i>Course coordinator (academic title, name and surname, e-mail, phone no.)</i>	Maria Dąbkowska, Ph. D., D.Sc. maria.dabkowska@pum.edu.pl ; 91 815 10 06
<i>field of study</i>	Dentistry
<i>year of studies</i>	I
<i>course/subject title</i>	Medical Chemistry

§1

Teaching methods

1. In the course of "Chemistry," the curriculum comprises 25 hours of learning activities during the winter semester. These encompass 5 hours of e-learning lectures conducted via Teams, 8 hours of seminars and 12 hours of practical laboratory sessions take place at the Independent Laboratory of Pharmacokinetics and Clinical Pharmacy (located in the MCD3 building, Interdepartmental Didactic Center No. 3, Plac Polskiego Czerwonego Krzyża 1, 71-899 Szczecin).

§2

Mode and forms of compensation of missed activities

1. Attendance at lectures, seminars and laboratories is mandatory.
2. Justification of absence can be honored only from official sources (medical certificates, certificates from the Dean's office).
3. During the semester, a student may, in random situations, leave 1 compulsory class. Missing more classes, regardless of the reason, will result in the inability to receive credit. In exceptional cases, such as long-term illness, the decision about the form of making up for the classes is made by the Head of the **Independent Laboratory of Pharmacokinetic and Clinical Pharmacy**, Ph. D., D.Sc. Maria Dąbkowska.
4. Justification of absence from classes should be given in the first class after the absence.

5. The student is obliged to pass the absence (regardless of the reason) during obligatory classes with a teaching assistant within the time set by the schedule. The test includes a verbal and oral response to the topic of the laboratory or seminar.
6. Abandoned lecture must be completed within the time and form specified by the lecturer.

§3

Requirements for course completion in order to sit the credit of exam

1. The conditions for obtaining a credit will be:
 - a. confirmed attendance in all classes,
 - b. collects the minimum required number of points for tests, pretests, and laboratories
2. In case of not obtaining the required points to obtain the credit signature, the student has a right to take each retake twice (a theoretical and a computational test).
3. The date of the first retake test will be at the time provided by the timetable.
4. The date of the second retake (the last) will be held three weeks after the first retake.
5. The student with no minimum number of points from laboratory sessions must make up the lab indicated by a teaching assistant in time provided in timetable.
6. In exceptional cases, the Head of the Department may consent to the student taking the exam at an additional time.
7. If the student was not admitted to the final test due to failure to complete the course, it is equivalent to missing the deadline, and the unsatisfactory grade will be entered into the protocol.
8. If the student did not take the final test on time without justification, it is equivalent to missing the date.
9. Justification - a medical certificate, confirmed hospital stay, or an actual random event - should be submitted to the examiner and the dean's office seven days after the final test date.

§4

*Principles of attending classes during the academic year**

1. The student will not be admitted to the classes if they are late for more than 20 minutes and in the absence of the necessary clothing, i.e., a white cotton lab coat with long sleeves and low-heeled shoes.
2. The student will not be admitted to the classes or will be asked to leave the classes in the event of inappropriate behavior contrary to the study regulations, behavior disrupting the conduct of classes, threatening health, life, or property, as well as in the event of a gross lack of personal culture concerning the teacher or other people participating in the classes.
3. Not admitting to the classes or asking them to leave the classes in the cases mentioned above is equivalent to an unexcused absence from the classes.
4. Preparation for the classes includes knowledge of theoretical issues related to the subject of the laboratory (according to the information on the Teams).
5. Laboratory classes will be preceded by written pretest, from the current topic of the course, consisting of three questions. For all correctly answered questions, the student obtains 4 points - two questions scored for 1 point and one question scored for 2 points.
6. Suppose the required minimum number of points from the entry tests is not obtained. In that case, the student is obliged to pass them in writing, making up all theoretical material for all exercises, within the time limit set by the assistant.
7. A physically disabled person should participate in classes with a personal assistant assigned by the university coordinator for disabled people.

§5
Forms of credits, exams

1. During the semester, a written Final Test will be conducted, consisting of a Theoretical and a Computational test.
2. A final test consists of thirty questions covering the topics of lectures, seminars, and issues during the implementation of laboratory classes. For each correctly answered question, 1 point is obtained. A final test is a combination of seemingly multiple-choice questions (multiple choice with one correct answer), single choice questions and open-ended questions. The time devoted to solving each question will be adapted to the test form (stationary or online at the Test Exams Center).
3. The computational test consists of five computational tasks. The total time to solve computational tasks is 25 minutes.
4. Students may receive from 1 to 3 points for correctly performed laboratory exercises and a report. The total number of possibilities to receive points for performing laboratories classes is 12. All laboratories require the presentation of a written report.
5. During exams, students are not allowed to have electronic devices that enable remote communication with others. Having such equipment during the exam will lead to dismissal and a failing grade for the subject or failure to complete it within the allotted time. Any report of these violations will be referred to the disciplinary ombudsman for students.

§6
Circumstances of exemption from credits or exams

1. The condition for the transfer of classes in another organizational unit of the parent institution or outside the parent institution, including foreign universities, in place of the credits assigned to the occupations and practices specified in the study plan, is the concurrence of the obtained learning outcomes.

§7
Form of admission to the pre-scheduled examination, referred to § 32 point 8 of Rules & Regulations of PMU

Not applicable

§8
Assessment criteria

1. To pass the final test, a minimum of 60% (18 points) is required.
2. To pass the computational test from the seminars, students must successfully solve 3 computational tasks, which corresponds to 60% of the total score (3 points).

3. The required number of points to pass laboratory is to obtain 75% of the total score (9 points). The assessment criteria, individual for each class, are described in the "Plan" available on the Department's website and posted on the information board.
4. To pass all pretests, it is necessary to achieve 60% of the total points (10 points). Additionally, each pretest must earn at least 2 points to be credited.
5. There is an option to receive extra points for the student who has completed the introductory / summer Chemistry course. The condition for receiving points is to finish the entire pre-course by providing the correct answers at the level between:
 - a) 60% and 69%; the student will receive 1 point
 - b) 70% and 79%; the student will receive 2 points
 - c) 80% and 100%; the student will receive 3 points.
 Please note that these extra points are **not added to the exam score**, but to the overall point total for the Chemistry course.

6. A student who has obtained the number of points required in point 1-4 receives a grade in the subject "Medical Chemistry" according to the following criteria:

Number of points	Grade
below 40	insufficient/failed
40 - 44	sufficient
45 - 49	satisfactory
50 - 54	good
55 - 59	very good
above 60	excellent

§9
Additional

1. The student has the right to inspect his / her test within 7 days from the date of writing. The particular date for viewing the tests will be set by the person responsible for the credit.

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 <p> POMORSKI UNIWERSYTET MEDYCZNY W SZCZECINIE SAMODZIELNA PRACOWNIA FARMAKOKINETYKI I FARMACJI KLINICZNEJ Pl. Polskiego Czerwonego Krzyża 1 71-244 Szczecin pieczętka jednostki <i>stamp of the Department</i> </p>	<p> KIEROWNIK Samodzielnej Pracowni Farmakokinetyki Farmacji Klinicznej  dr. hab. n. farm. Marla Dąbkowska pieczętka i podpis Kierownika jednostki <i>stamp and signature of the Head of the Department</i> </p>
<p> Opinia: <i>Opinion:</i> Pozytywna / Negatywna <i>Positive / Negative</i> </p>	<p> Zatwierdzam: <i>Approved by:</i> </p>
<p> POMORSKI UNIWERSYTET MEDYCZNY 02.10.2008 W SZCZECINIE  Zespół Wykonawczy ds. Dydaktyki PARLAMENTU STUDENTÓW POM pieczętka i podpis Samorządu Studentów <i>stamp and signature of Students' Parliament Representative</i> </p>	<p> pieczętka 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*)