

Department's Internal Didactic Regulations

<i>valid from academic year</i>	2025/2026
<i>full name of the Department</i>	Samodzielna Pracowni Biostatystyki
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<i>Head of the Department (academic title, name and surname)</i>	prof. dr hab. n. med. Krzysztof Safranow
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<i>field of study</i>	applies to students of the Faculty of Medicine, Faculty of Medicine and Dentistry
<i>year of studies</i>	I-VI
<i>course/subject title</i>	subjects taught by Samodzielna Pracownia Biostatystyki

§1

Methods of Teaching

1. Didactic process is realized in the form of lectures, seminars and classes (Międzywydziałowe Centrum Dydaktyki 2, ul. Żołnierska 54, 71-210 Szczecin), according to the curriculum of the course of studies:
Basic computer science with biostatistics 25 hours,
Computer science with biostatistics 25 hours.

§2

Mode and forms of compensation of missed activities

1. Absence from classes must be approved according to the Regulations of Studies at the Pomeranian Medical University in Szczecin.
2. Approved absence must be made up in the form and at the time specified by the teacher, except the case described in § 28 item 5, 6 and 7 of the Regulations of Studies at the Pomeranian Medical University in Szczecin. The writing test of the material covered in abandoned class as a form of making up for the absence is accepted.

§3

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

1. Test of the assumed education outcome is possible after making up the backlog resulting from the absence and obtained positive completion of all tests and other forms of knowledge check, which took place during the entire module
2. Student, who has obtained credit for a subject, may take an examination.

§4

Conditions for allowing students to take part in classes

1. Students are required to attend all seminars and classes in their own group in accordance with the timetable. In special cases, the head of a university department/course coordinator may agree to attend classes with another student's group.
2. Student, who complies with the following conditions, may attend seminars and classes:
 - a. Student is obliged to actively participate in didactic process.
 - b. Being late for classes does not exceed 20 minutes.
 - c. The use of computers inconsistent with the subject matter of the course, during classes is forbidden.
 - d. It is forbidden to change computer configurations.

- e. Entering to the classrooms food or drinks in the open form, eating, drinking or chewing gum is not allowed.
 - f. During classes any electronic communication devices must be switch off.
 - g. Outer coverings must be left in the cloakroom, if available.
3. The student will not be allowed to the classes or will be expelled from them in case of inappropriate behaviour contrary to the study regulations or other regulations in force at the university, behaviour disrupting of 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 education process.
4. Students, who not comply with the Internal Regulations, will be asked to leave room and consequently obtain an absence.

§5

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

1. Accepted form of knowledge test is: an open test, oral test, calculation test, written essay, presentation, in accordance with the nature of the classes.
2. The dates for partial tests and the dates for retaking these tests are set by the course instructors.
3. In the event of receiving an insufficient grade on the test a student is entitled to 2 resits. Failure to meet the deadlines will result in an insufficient grade.

§6

Conditions and means for conducting final course assessments and exams

1. In order to complete the subject, a student shall makes up all the backlogs resulting from the absence and passes all achievements tests which took place during the entire subject.
2. Credit for the course may be obtained by a student who met the requirements set out in point 1 and missed no more than 20% of classes. In the event of exceeding the permissible number of absences, the decision is made by the head of the unit on his own or in consultation with the Dean / Vice-Dean of WMiS.
3. Accepted form of knowledge test is: an open test, oral test, calculation test, written essay, presentation, in accordance with the nature of the classes.
4. The deadlines of credit test are set by the head of the department/ course coordinator in consultation with the leader of the year.
5. In the event of receiving an insufficient grade on the credit test a student is entitled to 2 resits. The rules of retake and the consequences are described in § 37 of the PUM Study Regulations.

§7

Conditions for exemption from some final course assessments or exams

1. Students, who have grade at the university level from academic activities conducted by department, certified by the university, which took place such subject, may apply for a recognition of it, in accordance with § 22 of the Regulations of Studies at the Pomeranian Medical University in Szczecin as well as Annex No. 3, Annex No. 5 and Annex No. 6 to these Regulations.
2. Pending the outcome of applications student must be present at classes.

§8

Assessment criteria

1. Assessment criteria:
- | | | |
|---------------------|-----|-------------------------------------|
| Insufficient/failed | 2 | - less then 60 % of correct answers |
| Sufficient | 3 | - 60 % - 67 % of correct answers |
| Satisfactory | 3.5 | - 68 % - 75 % of correct answers |
| Good | 4 | - 76 % - 83 % of correct answers |

Above good 4.5 - 84 % - 91 % of correct answers
 Very good 5 - over the 91 % of correct answers.

§9
Additional

1. Contentious cases and unregulated by the Internal Regulations and the Regulations of Studies at the Pomeranian Medical University in Szczecin settle head of the department.
2. Head of the department is responsible for the didactic process.

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<p><i>Opinion:</i></p> <p style="text-align: center;"><i>Positive / Negative</i></p>	<p><i>Approved by:</i></p>
<p style="text-align: center;">..... <i>stamp and signature of Students' Parliament Representative</i></p>	<p style="text-align: center;">..... <i>stamp and signature of the Dean</i></p>