

### Department's Internal Didactic Regulations

valid from academic year	<b>2025/2026</b>
full name of the Department	<b>Independent Laboratory Behavioral Genetics and Epigenetics</b>
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Head of the Department (academic title, name and surname)	<b>Prof. dr hab. n. zdr. Anna Grzywacz</b>
Didactic Responsible/ Course coordinator (academic title, name and surname, e-mail, phone no.)	<b>dr n. med. Aleksandra Suchanecka</b> <b>aleksandra.suchanecka@pum.edu.pl</b> <b>tel. 91 466 15 11</b>
field of study/major	<b>Medicine</b>
year of studies	<b>Third</b>
course/subjects title	<b>Methodology of scientific research</b>

#### §1

#### Methods of Teaching

1. Types of classes:  
**Methodology of scientific research**, 3<sup>rd</sup> year obligatory: lectures (5h) and seminars (10h) in the winter semester
2. Classes begin on time, at the time and place provided in the schedule for individual groups.
3. Lectures may be held online, depending on the current epidemic situation.
4. A detailed teaching programme covering the topics of the lectures is available on the website of the Department of Microbiology, Immunology and Laboratory Medicine, while the topics of the seminars and the syllabus are available on the website of the Independent Laboratory of Behavioural Genetics and Epigenetics.
5. Attendance at all classes is compulsory in accordance with the PUM Study Regulations.

#### §2

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

1. Absences must be justified by a medical certificate or other relevant document, depending on the reason for the absence. A written justification for the absence must be presented to the lecturer no later than during the first class after the period of absence.
2. Absence requires a theoretical knowledge assessment. The student is obliged to report to the lecturer during the designated consultation hours, no later than 3

weeks from the date of absence. The lecturer conducts a written or oral test of knowledge on the subject matter of the class that the student was absent from.

3. Absence from more than 50% of lectures in a semester results in failure to pass the course without the possibility of making up for it.

### **§3**

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

1. Students must attend all classes for a given subject.
2. Students may have two excused absences from seminars.
3. Students have the right to inspect their final work in the presence of the academic teacher.
4. The course is graded by the teacher conducting the classes.
5. Passing the course is a confirmation of active participation in classes and obtaining at least a positive grade during the assessment of learning outcomes.
6. The course must be passed before the start of the examination session.
7. The results of the assessments are communicated to students in accordance with the provisions on the protection of personal data.

### **§4**

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

1. Students are prepared for seminars and practical classes in a given topic.
2. Students will not be admitted to class if they are more than 20 minutes late.
3. A student will not be allowed to attend classes or will be expelled from them in the event of inappropriate behavior that is contrary to the Rules and Regulations of the University or other regulations in force at the University, behavior that disrupts the conduct of classes, endangers health, life, or property, or a gross lack of personal culture in relation to the instructor or other persons attending classes.
4. Failure to attend or expulsion from class in the cases mentioned above is equivalent to being absent from class.

### **§ 5**

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

1. Credits are carried out in the form provided for in the course program. The subject's syllabus includes the conditions and manner of conducting credit.
2. In the first classes, the academic teacher informs students about the mode and form of credits.
3. Partial credits include tests on lectures that the student was absent from.
4. The knowledge test may be oral or written and takes place during a consultation with the lecturer, on a date agreed individually, no later than 3 weeks after the absence.
5. The student has the right to two resit dates for partial credit, after prior agreement with the lecturer.
6. Failure to pass the test within the required time limit or absence on the agreed retake date results in failure to pass the lectures and, consequently, the course.

7. A failing grade can be retaken twice within the time limit and in the form specified by the lecturer.
8. At the request of the student, examiner or dean, the final retake of the course may be conducted by a committee.
9. The final retake of the course by a committee is conducted in accordance with the regulations of the Pomeranian Medical University in Szczecin.

## **§6**

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

1. The credits consist of a theoretical part and is conducted in the form of a test.
2. During the examinations and credits, it is forbidden to have electronic devices that allow remote communication with other people.
3. The student writes or performs the credit independently. Behaviour indicative of non-independent work will result in the termination of the credit.
4. The conditions for receiving a passing grade are:
  - a. confirmed attendance at all lectures and seminars,
  - b. passing tests for all classes that the student was absent from,
  - c. single-choice test on the analysis of a scientific publication based on the knowledge gained during the lectures and seminars. The test takes place on a date agreed with the course instructor.

## **§7**

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

Not applicable

## **§8**

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

Not applicable

## **§9**

### **Assessment criteria**

1. The final assessment is a written examination consisting of five single-choice questions concerning a scientific publication indicated by the lecturer (lectures) and ten test questions concerning the knowledge acquired during the seminars.
2. Parameters for the colloquium grading in the form of the written tests:
  - a. 5,0 ( $\geq 92\%$ ),
  - b. 4,5 ( $\geq 84\%$ ),
  - c. 4,0 ( $\geq 76\%$ ),
  - d. 3,5 ( $\geq 68\%$ ),
  - e. 3,0 ( $\geq 60\%$ ),
  - f. 2,0 (less than 60 %).
3. In addition, entries shall be used: "passed" ("zal.") ( $\geq 60\%$ ), "possibility of passing" ("mzal.") and "no credit" ("bzal.") (less than 60%).

## **§10**

### **Additional**

1. Any situations not covered by these regulations will be considered upon written request from the interested party, submitted to the Independent Laboratory of Behavioural Genetics and Epigenetics.

2. Recording lectures is permitted for the student's personal use. It is not allowed to distribute, publish or derive financial benefit from a recorded lecture. Recording seminars is not permitted.
3. In accordance with the Study Regulations, it is prohibited to use electronic devices that enable remote communication with other people and recording the content of exam questions during exams and tests. Students who do not comply with this prohibition will be asked to leave the examination room with a failing grade without the possibility of retaking the exam.

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

\* strike out what does not apply