

Wewnętrzny regulamin dydaktyczny jednostki

Internal teaching regulations

Obowiązujący w roku akademickim <i>Valid in the following academic year</i>	2025/2026
Pełna nazwa jednostki <i>Full name of the Department</i>	Department for Diagnostic Immunology
Dane jednostki (e-mail, telefon) <i>Contact data, e-mail, phone no.</i>	al. Powstańców Wlkp. 72, 70-111 Szczecin, e-mail: mikrobio@pum.edu.pl , tel.: +48 914661652 4466461652, nr fax.: +48 91 466 16 59
Kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (name, surname, academic degree)</i>	Iwona Wojciechowska-Koszko Msc, PhD
Adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon) <i>Course coordinator (name, surname, academic degree, contact data)</i>	Bartosz Wojciuk MD, PhD e-mail: bartosz.wojciuk@pum.edu.pl, tel.: 91 4661654
Kierunek studiów <i>Faculty</i>	Medicine
Rok studiów <i>Year of the studies programme</i>	1
Nazwa przedmiotu/przedmiotów <i>Course title/subject</i>	Immunology

§1

Sposób prowadzenia zajęć *Methods of teaching*

1. The immunology course comprises of seminars and practical classes arranged in the winter semester, respectively:
 - seminars- 15 hours (including 2 hours online),
 - practical classes- 25 hours.
2. The classes are held at the Department of Diagnostic Immunology within the groups established at the Dean's Office.
3. This is required that the students are acknowledged with particular topics before the relevant classes.
4. The seminars are constituted by knowledge repetition and discussion. The practical classes are constituted by knowledge repetition, discussion and practical experiments. Students' own activity such as the self- studying is obligatory before each class. Using mobile devices during the classes has been regulated elsewhere (please see §9,p.1).
5. The detailed programme and the schedule of the course, which contain the topics of particular classes as well as the sources relevant for self-studying, is available on the following website:

<https://old.pum.edu.pl/wydzialy/wydzial-medycyny-i-stomatologii/katedra-mikrobiologii,-immunologii-i-medycyny-laboratoryjnej/informacje-dla-studentowinformation-for-students/ess-immunology-ii>.

§2

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

Modes and forms of compensation of missed activities

1. According to University Rules&Regulations, all the lectures as well as all the practical classes attendance is found obligatory.
2. The absences will be justified with relevant certificate within the 7 days following the absence date. Maximal accepted number of absences is 3 independently on the form of the class. Exceeded number of absences will result in credit refusal. Cases of exceeded number of accepted absences due to social or medical issues will be proceeded individually. Pre-term logout during the online classes will be treated equally to the absence.
3. Accepted absences on seminars will result in an essay preparation on the relevant topic.
4. Every justified absence on practical classes must be compensated in the practical form except for Dean's leaves.
5. Practical classes compensation will be available either during the relevant topic cycle with other groups or at the end of semester.
6. Lacking justifications for the absences will result in credit refusal.

§3

Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów

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

1. The course will finish with the final exam.
2. The credit before taking the final exam will be based on classes attendance, active participation in these, passing all weekly tests (please see below) and the acceptance of all practical protocols.

§4

Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim

Conditions for allowing students to take part in classes

1. The student will not be allowed to participate in the class if being late more than 20 minutes.
2. The student will be excluded from the class if behaving against either the University General Rules or valid additional Rector's ordinances also in case of behavior acting against self- safety, other students safety or against the integrity of facilities used in the classroom. Indescent and rude behavior towards the teachers will not be accepted and will result in the exclusion from the class as well as other regular disciplinary measures.
3. The exclusion from the class under such circumstances will be treated equally to the absence.

§5

**Warunki i sposoby przeprowadzania zaliczeń cząstkowych przedmiotu
(w tym liczba zaliczeń poprawkowych tego przedmiotu)**
*Conditions and means for conducting partial course assessments
(including the number of retake opportunities for such assessments)*

1. Student is obliged to come self pre-prepared to each class relevantly to the topics schedule.
2. Knowledge assessment will be performed weekly. The assessment will comprise of the test performed at the end each class comprising of 10 questions, either single or key- choice (10 minutes). Each correct answer will be rewarded with 1 point and 6 points (60%) will be essential to pass.. The questions will address the relevant topic accordingly to the course program.
3. Each test will be graded accordingly to the following criteria: <6p. 2,0 6 p.-3,0, 7 p. -3,5, 8p.-4,0, 9p.-4,5, 10p.- 5,0
4. In case of failure II term of each test will be arranged in agreement with the teacher within 2 weeks after the outcomes announcement andnd the III term at the end of semester. In case of the failure of the III term, the student will be excluded from the final exam. In such case, the remaining failed weekly tests must be successfully retaken before the II term of the final exam and if not, analogously before the III term of the final exam.
5. The retakes will be arranged in the same form as the I term during the teacher's attending hours. Attending hours will be announced on the Department website.
6. Exceptionally, in the academic year 2025/2026, due to overlapping two courses and therefore existing logistic challenges, weekly tests will not be held during the last two classes. The relevant topics will be however covered in the final exam. .
7. During the classes the students will fulfill the protocols relevant to particular classes and submit this to the teacher.
8. Outstanding student's activity during the class will be rewarded with an additional grade 5,0, accordingly to the teacher's opinion.

§6

Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów
Conditions and means for conducting final course assessments and exams

1. The final test will comprise of 40 questions either single or key choice.
2. This will be held either in the Centre for Test Examinations or onsite.
3. The timeframe for test submission 40 minutes.
4. The studenta who are late will not be enclosed to the test.
5. Each student will be entitle dto two retakes of the exam. The I retake will be arranged analogously to the I term, the II retake may be arranged as an oral comissionary audition, accordingly to students' request.
6. The timeframe between the I term and the I retake will be at least 5 days and between the I and the II retake at least 2 days, respectively
7. The absence on the final test must be justified within the 7 days after the scheduled final test date. Unjustified absences will result in grade 2,0.
8. The results will be announced within the 5 days after the final test.

9. The students are entitled to reclaim particular questions within 1 hour after the test submission, by e-mail, giving the detailed arguments for their reclaim. The arguments must be based on the recommended sources and valid presentations.
10. Each student will be entitled to inspect the answer sheet within 5 days after the final test.

§7

Warunki zwalniania z niektórych zaliczeń lub egzaminów *Conditions for exemption from some final assessments and exams*

1. No exemptions from the final test will be implemented.
2. In case of the average grade from the weekly tests and the multimedial presentation as following:
 - 4,0-4,5- 1 additional point will be calculated in the final test result
 - >4,5- 2 additional points will be calculated in the final test result.

§8

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*

Not applicable

§9

Kryteria oceniania *Assessment criteria*

1. 60% threshold (24 pct) will be required to pass the final exam.
2. Grading criteria will be following:
 - 5,0-36-40p.
 - 4,5 33-35p.
 - 4,0 30-32p.
 - 3,5 27-29p.
 - 3,0 24-26p.
 - 2,0 <24p.
3. In case of passing any of the retakes with more than 3,0 the final grade will be calculated as the averaged of the relevant retake and all previous attempts. In case of average values below 3,0, the final grade will be assigned as 3,0.

§10

Inne *Other*

1. Using artificial intelligence during the classes is strictly forbidden.
2. Any controversies will be resolved by the head of the Department.

3. Registering the content and telecommunication during any kind of tests is strictly prohibited. Breaking this rule will result in an immediate exclusion from the test, grade 2,0, and forwarding the case to the disciplinary commission. (Rector;s ordinance 29/2025)
4. Recording of the classes contents will be allowed only for students' own benefit. All rights reserved, any public performance or commercial use is strictly prohibited.

..... pieczętka jednostki pieczętka i podpis Kierownika jednostki <i>Head of Department</i>
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Opinia: Pozytywna / Negatywna **	Zatwierdzam:
..... pieczętka i podpis Samorządu Studentów <i>Students' Parliament representative's signature</i> pieczętka i podpis Dziekana <i>Dean's signature</i>

*jeżeli specyfikacja przedmiotu tego wymaga **niepotrzebne skreślić