

Department's Internal Didactic Regulations

valid from academic year	2025/2026
full name of the Department	Department of Histology and Embryology
contact to the Department (e- mail. phone no.)	<u>kzhe@pum.edu.pl</u> +48 91 466 16 77
Head of the Department (academic title, name and surname)	dr hab. n. med. Aleksandra Wilk
Didactic Responsible/ Course coordinator (academic title, name and surname, e-mail, phone no.)	<i>Sylwia Rzeszotek, PhD Dsc</i> <u>Sylwia.rzeszotek@pum.edu.pl</u> +48 91 466 16 87
field of study/major	Major: Medicine
year of studies	I (1 st and 2 nd semester)
course/subjects title	Medicine: Histology and Embryology

§1

Methods of Teaching

1. Classes are conducted in the form of lectures, seminars and practical classes, according to the schedule.
2. Classes and seminars are held in groups in the Department of Histology and Embryology of the Pomeranian Medical University.
3. Student is obliged to wear Student's ID in a visible place. Cloakroom room is obligatory.
4. Tutors do not consent to sharing or publishing their image, voice and attached materials.

§2

Mode and forms of compensation of missed activities

1. Presence at lectures is obligatory and can be randomly checked.
2. Presence at practical classes and seminars is obligatory. Each absence must be excused at tutor, within **maximum of 7 days from the occurrence of the absence**. Absence on the seminar or lecture is synonymous with absence on the practical classes.
3. During one semester, a student **may miss a maximum of 3 classes**, each absence must be justified. Exceeding the limit of absences makes it impossible to pass the course.
4. A form of making up the material due to Student's absence is participation in classes summarizing the material (revision classes) regarding topics included to the cycle test and/or self-study of the missed material.
5. Cases of exceeding the permissible number of absences, e.g. due to the Student's longer illness, will be considered individually, and the decision is made by the Head of the

Department in agreement with the Dean /Vice-Dean of Interfaculty Center for Teaching in English Language.

§3

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

1. The credit period of the subject is the academic year and it finishes with final examination which contains 2 parts: theoretical and practical. The condition for passing the final exam is an achievement at least a grade of 3.0 from each part of the final exam.
2. The condition for participation in the final exam is obtaining a minimum of 61 points (45%) out of 136 points which can be achieved during both semesters (4 theoretical tests + 4 practical test). Student who obtains a lower number of points is not allowed to participate in the final exam (both theoretical and practical part) and does not obtain credit for the course.
3. There is only one term for each cycle test, according to the schedule of each group. There are no retakes for cycle tests.
4. For students who have not obtained the required minimum number of points, a compensatory test (the so-called booster, 1st and 2nd term) will be conducted after the second semester of classes, before the final exam. The compensatory test includes: (i) theoretical part: 30 theoretical questions with one correct answer, from the entire material and (ii) practical part: 12 slides (3 from each cycle test: 1, 2, 3, 4) to be recognized. The required level of points is 60% of correct answers (from both parts, it means 60% out of 42 points).

§4

Conditions for allowing students to take part in classes

1. Student is obliged to participate in classes only with the group indicated by Deans Office. There are no exceptions.
2. Student is required to be prepared for the practical classes in accordance with the topics of the classes included in the schedule. During practical classes, Student is obliged to make drawings from the slides, indicated by the teacher. The drawings are credited by the teacher.
3. Students who arrive late- more than 15 minutes- are not permitted to attend classes, except in duly justified cases. They are fully responsible for any consequences resulting from their tardiness
4. Student will not be admitted to the classes or will be expelled from them in the event of improper behavior, contrary to the Rules and Regulations of Study or other regulations in force at the University, behavior disrupting the conduction of classes threatening health, life or property, as well as in the event of a gross lack of personal culture in the relationship to the teacher or other Students participating in the classes.
5. Not being allowed to participate in classes or being asked to leave them in the cases referred to above is tantamount to absence from classes and informing the dean's authorities.

§ 5

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

1. During the academic year, Student takes four theoretical and four practical tests (cycle tests): 1st and 2nd theoretical and practical tests in the winter semester, and 3rd and 4th theoretical and practical tests in the summer semester.
2. The condition for admittance to each cycle test is obtaining credits for drawings of slides.
3. Before entering the classroom Student is obliged to use a cloakroom. Student with an ID placed in a visible place is obliged to show a document with a photo, and before taking a seat, put away all notes, notebooks, bags, briefcases and any electronic equipment.
4. During the cycle tests, Students are forbidden to communicate with each other and use unauthorized electronic equipment. All technical problems should be reported to the teacher immediately. Multiple logging into iTest, using websites other than iTest, minimizing windows, changing letters, switching tabs and using electronic devices results in failing the cycle test.
5. Failure to comply with the above-mentioned conditions shall result in the consequences set out in the Study Regulations.
6. The cycle test consists of the theoretical part (iTest), of which Student can get a maximum of 25 points, and the practical part, where Student can get a maximum of 9 points: 1 point for each correctly identified and/or described and/or set organ/tissue/structure. Student can obtain maximum of **34 points from each cycle test** ($34 \times 4 = 136$ points during the year).
7. Theoretical test is performed in the form of iTest, during classes for Students of each group, according to the schedule. The test contains **25 questions** (single and multiple choice).
8. During the practical test Student is obliged to recognize/describe/set **9 organs/tissues/structures**:
 - 3 general (name, staining method, characteristic features are needed), □
 - 2 details (name, staining method, characteristic features are needed),
 - 4 tissues/structures/ details to be set up by Student in proper magnification.

After the tests duration has expired, Student is obliged to stop writing the test/finding structures.

§6

Conditions and means for conducting final course assessments and exams

Final exam:

- a) Before entering the classroom, Student is obliged to use a cloakroom. Student is obliged to present an ID with a picture. Before taking a seat, Student is obliged to put away all notes, notebooks, bags, folders and any electronic equipment. Otherwise, it results in failure of the exam.
- b) During the exam Students are forbidden to use any unauthorized electronic equipment and communicate with each other, otherwise, it results in failure of the exam.
- c) The final examination includes a theoretical and a practical part, which are separately assessed.
- d) To achieve a positive grade from the final exam, Student need to achieve positive grades (at least 3.0) from each part of the exam. The final grade of the exam is the arithmetical mean of the both positive grades from both (theoretical and practical) parts of the exam.

Exam – theoretical part

The theoretical part is conducted in the form of 60 single-choice Test.

All technical problems should be reported to the tutor immediately

Exam – practical part

During the practical part Student is obliged to recognize/described/set 19 organs/tissues/structures:

- 6 general (name, staining method, characteristic features are needed) □
- 4 details (name, staining method, characteristic features are needed)
- 9 tissues/structures/details to be set up by Student.

The theoretical part of the final exam (1st term) and retakes (1st retake, 2nd retake) are conducted in the form of iTest.

In accordance with §35 point 2 Rules and Regulation of Study, the last term of the examination re-take, at the request of the Student, the Examiner or the Dean, may be performed in the form of a commission exam.

§7**Conditions for exemption from some final course assessments or exams**

1. 10% of Students with the highest number of points (out of 136 points, excluding points received from booster), but not less than 85% of the above-mentioned (excluding points from the booster), will be exempted from both: theoretical and practical part of the final exam.

§8**Forms of admission to the pre-scheduled examination**

1. The preterm is tantamount with the exemption from the exam (both parts - practical and theoretical) – see

§ 6.

§9**Assessment criteria****1. Theoretical test (cycle test)**

The theoretical test consists of 25 questions. For each correct answer, Student receives 1 point. The maximum number of points that can be obtained is 25 per each theoretical test.

2. Practical test (cycle test)

For each correctly identified/described/set organ/tissue/structure 1 point can be obtained. All practical tests are conducted during classes for Students of each group, according to the schedule. There are no re-takes of the practical tests. The maximum number of points that can be obtained is 9 per each practical test.

	1st Semester		2nd Semester		total
	Number of points possible to achieve				
Theoretical test	25	25	25	25	100
Practical test	9	9	9	9	36
					136

3. Exam**a) Theoretical part**

The theoretical part of an exam consists of 60 questions with one correct answer. For each correct answer Student receives 1 point. The maximum number of points that can be obtained is 60. Assessment criteria are according to the Rules and Regulation of Study (§38).

b) Practical part

For each correctly identified and described tissue/organ/structure 1 point can be obtained. The maximum number of points that can be obtained is **19**. The condition of passing the practical part of an exam, is obtaining at least **11,5** points from the practical part of an examination. The criteria and grading scale comply with the Regulations of PMU Studies (§38), and the condition for receiving a positive grade is obtaining a minimum of 60% of correct answers from the test.

In exceptional circumstances, it is permitted to lower the passing threshold for the theoretical and practical parts of the exam, however, not below 50%.

§10**Additional**

For Students who repeat the 1st year (for the 1st time): The mark will be rewritten for Student who has already received credit with a grade.

 <p>..... stamp of the Department</p>	<p>KIEROWNIK Katedry i Zakładu Histologii i Embriologii dr hab. n. med. Aleksandra Wilk</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>PRODZIEKAN Międzywydziałowego Centrum Kształcenia w Języku Angielskim Pomorskiego Uniwersytetu Medycznego w Szczecinie</p>
<p>..... POMORSKI UNIWERSYTET MEDYCZNY W SZCZECINIE <i>Marek Manno</i> Zespół Wykonawczy ds. Dydaktyki PARLAMENTU STUDENTÓW PUM stamp and signature of Students' Parliament Representative</p>	<p>..... <i>Joanna Nieznanowska</i> dr n. med. Joanna Nieznanowska stamp and signature of the Dean</p>

* strike out what does not apply