

### Department's Internal Didactic Regulations

valid from academic year	<b>2025/2026</b>
full name of the Department	<b>Department of Histology and Embryology</b>
contact to the Department (e- mail. phone no.)	<u><a href="mailto:kzhe@pum.edu.pl">kzhe@pum.edu.pl</a></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><a href="mailto:sylwia.rzeszotek@pum.edu.pl">sylwia.rzeszotek@pum.edu.pl</a></u> +48 91 466 16 87
field of study/major	Major: Medicine
year of studies	I (1 <sup>st</sup> semester)
course/subjects title	Medicine: <b>Cytophysiology</b>

#### §1

#### Methods of Teaching

1. Classes are conducted in the form of e-lectures-LMS platform and classes, according to the schedule. Classes are held in groups in the Department of Histology and Embryology of the PUM, 1st floor.
2. Attendance at lectures (realisation of e-material on LMS Platform) and classes is obligatory. Student is obliged to attend classes only with the group to which he was assigned. There are no exceptions.
3. Student is obliged to wear the 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 (realisation of e-material) and classes is obligatory. Each absence on classes must be excused at tutor, within a maximum of 7 days from the occurrence of the absence.
2. The student makes up for the absence as part of self-study in order to achieve the assumed learning results.
3. 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 with an 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. In order to complete a subject it is necessary to achieve the intended learning outcomes confirmed by getting the graded credit.

### **§4**

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

1. Student is not allowed to attend classes if he is late, excluding extraordinary circumstances. The Student bears the consequences of being late.
2. Students will not be admitted to the classes or will be expelled from them in the event of improper behavior contrary to the Regulations of the University or other regulations in force at the University, behavior disrupting the conduct 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.
3. Not admitting to classes or expelling from the classes in cases mentioned above is tantamount to being absent from the 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. Presentation the subject regarding Cytophysiology

### **§6**

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

1. The graded credit is performed in a form of an iTest and held in the classroom of the Department of Histology and Embryology.
2. Itest contains 30 questions (with one correct answer).
3. The points obtained are counted automatically by the system. The criteria and grading scale comply with the Regulations of the Studies of PMU.
4. Multiple logging into iTest, using websites other than iTest, minimizing windows, changing letters, switching tabs and using electronic devices results in failing the exam. All technical problems should be reported to the tutor immediately.
5. The 1st and the 2nd re-takes are performed in a form of an iTest. The second re-take at the request of the Student, the Examiner or the Dean, may be a commission exam.

### **§7**

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

1. There are no exemptions from credit.

**§8**

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

See § 7.

**§9**

**Assessment criteria**

**1. Graded credit**

Student needs to achieve at least **60%** of the correct answers of the *iTest* to pass the subject. Assessment criteria is according to the Rules and Regulation of Study. In exceptional circumstances, the threshold may be lowered, but 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 / <del>Negative</del>*</p>	<p>Approved by:</p> <p>PRODZIEKAN</p>
<p>02-10-25</p> <p>POMORSKI UNIWERSYTET MEDYCZNY W SZCZECINIE</p> <p>Zespół Wykonawczy ds. Dydaktyki</p> <p>PARLAMENTU STUDENTÓW PUM</p> <p>stamp and signature of Students' Parliament Representative</p>	<p>Międzywydziałowego Centrum Kształcenia w Języku Angielskim Pomorskiego Uniwersytetu Medycznego w Szczecinie</p> <p>dr n. med. Joanna Nieznanowska</p> <p>stamp and signature of the Dean</p>

\* strike out what does not apply