

Department's Internal Didactic Regulations

valid from academic year	2025/2026
full name of the Department	Department of Skin and Venereal Diseases
contact to the Department (e- mail. phone no.)	klinderm@pum.edu.pl , tel. 914253924
Head of the Department (academic title, name and surname)	Dr. Mariola Marchlewicz PhD, Professor of Dermatology
Didactic Responsible/ Course coordinator (academic title, name and surname, e-mail, phone no.)	Dr. Magdalena Boer PhD, magdalena.boer@pum.edu.pl , tel. 60582132
field of study/major	Faculty of Dentistry
year of studies	III
course/subjects title	Dermatology and Venereology

§1

Methods of Teaching

- 1) The course consists of lectures, e-learning lectures, seminars and practical classes.
- 2) Lectures, e-learning lectures, seminars and practical classes are obligatory and the student attendance will be registered.

§2

Mode and forms of compensation of missed activities

- 1) Students are not allowed to have unjustified absences during the course.
- 2) A student who has missed no more than 30% of all course hours (lectures, e-learning lectures, seminars or classes) for justified reasons is allowed to make up the missed activities. The absence should be justified directly at the next class attended. In the event of an absence due to illness, a medical certificate is required.

- 3) A student who has missed more than 30% of course hours (lectures, e-learning lectures, seminars or classes) will not be credited
- 4) In exceptional cases justifying the absence of more than 30% of course hours(lectures, e-learning lectures, seminars or classes), the course completion can only be decided by of the Head of the Department and the Dean.
- 5) Making up the missed lectures, e-learning lectures, seminars or classes requires an oral examination. It is the responsibility of the student to make an appointment with a given lecturer to demonstrate relevant knowledge presented during the missed activities.

§3

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

- 1) In order to complete the course the student must attend all lectures, e-learning lectures, seminars and practical classes included in the core curriculum, obtain a credit from the classes by the course supervisor and pass the final course credit.

§4

Conditions for allowing students to take part in classes

1. The student is obliged to prepare systematically for the classes based on the knowledge discussed during lectures, e-learning lectures and seminars. This knowledge will be verified in every class. Receiving an unsatisfactory grade regarding the scope of the knowledge for two classes means that the student will not receive a course credit.
2. There is no possibility to make up the missed activities and crediting classes after completing the scheduled programme, when the exam session has begun.
3. Student cannot be admitted to classes in following cases: a) delay for classes over 20 minutes; b) lack of proper uniform necessary for classes (medical apron, variable footwear).
4. Student cannot be admitted to classes or will be asked to leave classes in the result of unproper behavior contradictory to study regulations or other obligatory in

University/hospital/department rules, behavior disruptive for conducting classes, life, health or property threatening, and also in case of glaring lack of personal culture relative to teaching assistant or other individuals participating in classes.

5. Non-admission to classes or leaving them in the result of teacher's request in cases mentioned above, is equal with absence from classes.

§ 5

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

1. Classes can be credited in oral or written form on two occasions by the supervisor who conducts the classes and a third, final time, by the Head of the Department or by an authorised teaching assistant.

§6

Conditions and means for conducting final course assessments and exams

- 1) The Dermatology and Venereology course has to be completed with a written test that takes place during the summer examination session.
- 2) Obtaining a pass grade for a test requires receiving at least a low pass grade (3.0).
- 3) The test will check the degree of knowledge and outcomes achieved by the student, in relation to the education program, along with assigned ECTS points.

§7

Conditions for exemption from some final course assessments or exams

1. There will be no exemptions from sitting the course credit and final creditation.

§8

Forms of admission to the pre-scheduled examination

1. Pre-scheduled examination will not be planned.

§9
Assessment criteria

1. The following criteria are applied during the oral and written examinations:
 - An excellent grade (5.0) will be awarded to a student who has achieved the assumed learning outcomes covering all relevant aspects; with a knowledge mastery of $\geq 91\%$
 - A very good grade (4.5) will be awarded to a student who has achieved the assumed learning outcomes covering all relevant aspects with some errors or inaccuracies; with a knowledge mastery of 81-90%
 - A good grade (4.0) will be awarded to a student who has achieved the assumed learning outcomes, omitting some less important aspects; with a knowledge mastery of 71-80%
 - A satisfactory grade (3.5) will be awarded to a student who has achieved the assumed learning outcomes omitting some important aspects or with significant inaccuracies; knowledge mastery of 61-70%
 - A poor grade (3.0) will be awarded to a student who has achieved an assumed learning outcome which does not contain important aspects or have serious inconsistencies; with a knowledge mastery of 51-60%
 - An unsatisfactory grade (2.0) will be awarded to a student who has not achieved the required educational results; a knowledge mastery of $\leq 50\%$
2. Unjustified absence from the final test results in the awarding of an automatic unsatisfactory grade.

§10
Additional

1. During written creditation, it is forbidden to have any electronic devices or communicate with other individuals.

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

* strike out what does not apply