Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

obowiązujący w roku akademickim *valid in academic year*	**2024/2025**
pełna nazwa jednostki *full name of the Department*	**DEPARTMENT OF HISTORY OF MEDICINE AND MEDICAL ETHICS**
dane jednostki (e-mail, telefon) *contact to the Department (e- mail. phone no.)*	**zhmel@pum.edu.pl 091 48 00 821**
kierownik jednostki (stopień/tytuł, imię i nazwisko) *Head of the Department (academic title, name and surname)*	**Assoc. Prof. Aleksandra Kładna, MD, PhD**
adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon) *Course coordinator (academic title, name and suname, e-mail, phone no.)*	**Assoc. Prof. Aleksandra Kładna, MD, PhD zhmel@pum.edu.pl 091 48 00 821**
kierunek studiów/*field of study*	**Faculty of Medicine and Dentistry**
rok studiów / *year of studies*	**IV**
nazwa przedmiotu/przedmiotów *course/subject title*	**LAW AND ETHICS IN DENTISTRY**

§1
Teaching Methods

1. The course is held in the form of lectures (7), e-learning lectures (3) and seminars (5).

§2
Forms of compensation for activities missed

1. Presence at all seminars/lectures is obligatory. In case of justified absence at one seminar/lecture, the student is obliged to make an appointment with the teacher, and report on the topic missed, within two weeks from the seminar/lecture missed, but not later than one day before the date of the final credit test – oral form.
2. Final credit will be denied to students with seminars/lectures missed.
3. In exceptional situations, decisions regarding the aforementioned absence mark are made by the Head of the department.

§3
Requirements necessary to obtain final credit / be qualified for final examination

1. Conditions to qualify for final credit test are as follows: attendance at all seminars/lectures is required in order to qualify for final credit test (see also §2.1); successful completion of all tasks indicated by the teacher; and having passed all short tests or oral tests covering the topics of consecutive seminars/lectures.

§4
Conditions of attendance in seminars during the academic year[*]

1. Students are obliged to come prepared to all seminars/lectures.
2. Teacher can check students' preparedness by means of a short written or oral test.
3. In case of receiving a failing grade in short written or oral test, the student is obliged to obtain a passing grade in re-sit within two weeks from the date of test failed, but not later than one day before the date of the final credit test.
4. Students arriving later than 20 minutes past scheduled time are not allowed to participate in the class.

5. Students whose behaviour:
   a) violates the PMU Study Regulations or other rules in force in the PMU facilities;
   b) disrupts the didactic proces;
   c) poses threat to health, life and/or property; and/or
   d) is grossly inappropriate towards the teacher and/or other participants of the class,
   will not be admitted to, or will be removed from, the class.
6. The aforementioned non-admittance to, or the removal from, the class, results in absence mark.

§5
Forms of final tests and examinations

1. Conditions to obtain final credit are as follow: meeting the criteria for final credit test (see §3.1), and obtaining a passing grade in the final credit test.
2. Final examination takes place during the final seminar, and is held in oral form.
3. Number of retake tests: 2. The form and assessment criteria specified in §8 point 3.

§6
Circumstances for exemption from credits or examinations

1. Not applicable.

§7
Conditions to qualify for a so-called pre-scheduled (pre-term) final examination (as mentioned in § 32.8 of the Pomeranian Medical University's Rules & Regulations)

1. Students who obtained an average grade for tests and presentations of 4.5 and higher, can take the final exam in the so-called pre-term. The grade point average is calculated from all grades obtained by the student. There must be no less than four partial grades in advance (including, among others, one grade for the presentation). The date of the pre-term final examination is determined by the Head of the Department with students after the end of classes.

§8
Assessment Criteria

1. Presence at all classes.
2. Evaluation of student's activeness, engagement, level of preparedness, and results of tasks assigned, including the obligatory presentation grade, and results of short written and oral tests (see §3.1-4).
3. **Final Oral Examination (FOE):** 2 (two) problem questions in accordance with the scope of the subject's curriculum. The list of OE questions is presented at the course introduction (seminar no. 1). The questions for OE are chosen randomly. For each answer, students receives a grade from 2.0 to 5.0, where 2.0= no answer / incorrect answer; 3.0= partially correct answer with no justification provided; 4.0 = fully correct answer with no justification; 5.0 fully correct answer with in-depth justification. **FOE result** is the average of the two grades.
4. **The final course grade** is calculated with the use of the following algorithm: **(A+B+C):3**, where A = the sum of ET points collected throughout the course; B = the obligatory presentation grade; and C = FOE result. The result of the algorithm calculation is transformed into the final course grade as follows:
   1. very good - 5.0 ($\geq$ 92%),
   2. above good - 4.5 ($\geq$ 84%),
   3. good - 4.0 ($\geq$ 76%),
   4. quite good - 3.5 ($\geq$ 68%),
   5. sufficient - 3.0 ($\geq$ 60%),
   6. failed - 2.0 (below 60%)

§9
Other*

1. Not applicable.

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pieczątka jednostki *stamp of the Department*	pieczątka i podpis Kierownika jednostki *stamp and signature of the Head of the Department*

Opinia: *Opinion:* Pozytywna / Negatywna[**] *Positive / Negative*	Zatwierdzam: *Approved by:*
………………………………………….. pieczątka i podpis Samorządu Studentów *stamp and signature* *of Students' Parliament Representative*	………………………………………… pieczątka i podpis Dziekana *stamp and signature of the Dean*

*jeżeli specyfikacja przedmiotu tego wymaga *(if the specification of the subject requires)*

**niepotrzebne skreślić *(delete as not appropriate)*