

Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

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

§1

Teaching Methods

1. The course is held in the form of e-learning lectures (3), seminars (22).

§2

Forms of compensation for activities missed

1. Presence at all classes is obligatory. One justified absence is permitted, under the condition that the student makes an appointment with the teacher, and reports on the topic missed, within two weeks from the class missed, but not later than one day before the date of the final examination – oral form.
2. Absence at any class without valid justification and compensation (as described in §2.1 – see above) will result in refusal of credit, and disqualification from final examination.
3. In exceptional situations, decisions regarding absence are made by the Head of the department, in cooperation with the Dean.

§3

Requirements necessary to obtain credit / be qualified for final examination

1. Credit and qualification for the final oral examination will be granted to students who meet all the following criteria: attendance at all classes (see also §2.1); successful delivery of the obligatory presentation; and successful completion of tests covering the topics of consecutive classes.

§4

Conditions of attendance in seminars during the academic year*

1. Students are obliged to come prepared to all seminars.
2. Preparedness for seminars is checked by means of a written **entry test (ET)** consisting of three problem questions related to the topic of a given seminar. The questions for each seminar are announced one week in advance. For each correct answer, student obtains 1/3 (0.33) point. Incorrect / missing answers do not generate any points. **ET points are counted into the final grade algorithm.**
3. Retention of knowledge from previous classes may be checked, too. In case of receiving a failing grade from a knowledge retention test, the student is obliged to obtain a passing grade in re-sit within two weeks from the date of test failed.
4. Each student is required to prepare and present an **obligatory presentation** on a topic covered in the course curriculum. The assignment of presentation topics takes place during the introductory seminar. Failing to prepare / present a presentation results in a failing grade. **Positive presentation grade is counted into the final grade algorithm.**

5. Students must correct failing grades from knowledge retention tests and presentations within two weeks from obtaining the failing grade. The form of the correction is agreed with the teacher responsible for the seminar.
6. Students arriving later than 20 minutes past scheduled time are not allowed to participate in the class.
7. Students whose behavior:
 - a) violates the PMU Study Regulations or other rules in force in the PMU facilities;
 - b) disrupts the didactic process;
 - 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.
8. 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 credit (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** (two). The form and assessment criteria specified in §8 point 3 and 4.

§6

Circumstances for exemption from credits or examinations

1. Not applicable.

§7

Conditions to qualify for the so-called pre-scheduled (pre-term) 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.

§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.

..... pieczęć jednostki <i>stamp of the Department</i> pieczęć i podpis Kierownika jednostki <i>stamp and signature of the Head of the Department</i>
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Opinia: <i>Opinion:</i> Pozytywna / Negatywna ** <i>Positive / Negative</i>	Zatwierdzam: <i>Approved by:</i>
..... pieczęć i podpis Samorządu Studentów <i>stamp and signature of Students' Parliament Representative</i> pieczęć i podpis Dziekana <i>stamp and signature of the Dean</i>

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

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