**Internal didactic regulations**

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| obowiązujący w roku akademickim | 2023-2024 |
| pełna nazwa jednostki/ name of the unit | Klinika Chorób Wewnętrznych, Reumatologii, Diabetologii, Geriatrii i Immunologii Klinicznej |
| dane jednostki (e-mail, telefon) | e-mail: sekr.reumat@spsk1.szn.pltel. 91 425 3337 |
| Kierownik jednostki/Head of Dept.(stopień/tytuł, imię i nazwisko) | Prof. dr hab. n. med. Marek Brzosko |
| adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce(stopień, imię i nazwisko, e-mail, telefon)/responsible person | Dr n. med. Jacek Flicińskie-mail: jacek.flicinski@pum.edu.pltel.: 91 425 3340 |
| kierunek studiów | Medicine and dentistry |
| rok studiów  | 3 |
| **nazwa przedmiotu/przedmiotów** | **Internal Diseases**  |

**§1**

**Sposób prowadzenia zajęć/** Teaching Methods

1. Classes are conducted in the form of lectures, seminars and exercises
2. Seminars and exercises are obligatory, Lectures will be made available online
3. Topics of seminars and exercises are shown on the website of the Department of Internal Diseases, Rheumatology, Diabetology, Geriatrics and Clinical Immunology PUM (www.pum.edu.pl/reum)

**§2**

**Sposób i formy wyrównywania zaległości,** **w tym odrabiania zajęć**

**na skutek nieobecności/** Mode and forms of compensation of missed activities

1. All absences require documented justification and make up.
2. Absence from the exercises should be made up for by participation in a duty or, upon agreement with the teaching assistant, with another exercise group. Absence from the seminar should be credited to the person conducting the seminar.
3. Unjustified absences during 1 day of classes of the block, makes it impossible to make up for them and get the credit. The student is then obliged to make up for full-time seminars and practical classes with another group.
4. Cases of excessive number of absences, e.g. due to a student's longer illness, will be considered individually, and the decision is made by the Head of the Department on his own or in consultation with the Dean / Vice-Dean

**§3**

**Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów/** Requirements for course completion in order to sit the credit of exam

1. No unexcused absences

2. Certified making up for justified absences (maximum 1 during the semester)

3. Completed credit card.

**§4**

**Zasady dopuszczające studenta do poszczególnych zajęć w
danym roku akademickim/** Principles of attending classes during the academic year

1. The condition for admission to the classes is punctual arrival at the classes, possession of a medical gown, stethoscope, badge and proper footwear.
2. The student will not be accepted to participate in the classes in the following cases:

 a) being late for classes exceeding 20 minutes;

 b) lack of the required clothing and items listed in point 1.

 c) the student will not be accepted to participate in the classes or will be expelled from them in the case of inappropriate behavior nor meeting the standards and the study regulations or other regulations in force at the University / hospital / clinic, behavior disrupting the conduct of classes, threatening health, life or property, as well as in the event of a gross failure of personal culture in relation to the teacher or other people participating in the classes.

Non acceptance to the classes or expellation from them is equal to the absence from the classes.

1. During the classes in the clinic, ethical-ethical principles, proper attitude towards the patient and staff of the clinic are required.

**§5**

**Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów/** Forms of credit and exams

1. Credit oral or written test takes place on the last day of class (I term). Credit test – both winter and summer semester is supervised by academic teacher conducting the classes. If written test is used, it will contain 20 single choice questions. The correct answer on 60% (12) of the questions is satisfactory to pass the test. Absence during the test (without justification) is equivalent to failure of the first term.
2. The student has right to three terms of the credit, their dates must be agreed with the conducting teachers.
3. The second term or III term should be held no later than to the end of the semester, after setting the date with the teacher conducting the classes.
4. The Head of the Department can set additional terms of the test for students who did not pass their tests due to important reasons.

Final exam takes place during summer exam session. The test (single choice questions) contains 30 questions. The correct answer on 60% (18) of questions is satisfactory to pass the test. It is not allowed to attend the final exam without obtaining credits for both winter and summer semester. The number of test questions may be changed by head of the unit or responsible teacher, the grades will be issued proportionally according to the general university regulations.

1. During the test it is not allowed to use any electronic devices or to communicate with anyone.
2. Any objections to the content and the form of the questions or the course of the examination may be submitted in writing, on the reverse of the response card, to the coordinator immediately after the examination.
3. The student has right to three terms of the test, their dates must be agreed with the conducting teachers.

**§6**

**Warunki zwalniania z niektórych zaliczeń lub egzaminów/** Circumstances of exemption from credits or exams

1. Not applicable.

**§7**

**Warunki dopuszczenia studenta do egzaminu w tzw. przedterminie, o którym mowa w § 32 ust. 8 regulaminu Studiów/** Form of admission to the pre-scheduled examination, referred to § 31 point 8 of Rules &Regulations of PMU

1. Not applicable.

**§8**

**Kryteria oceniania/** Assessment criteria

Credit is granted if at least 60% of the answers are correct. There are following marking criteria:

*1) bardzo dobra (excellent) – 5.0 (≥ 92 %),*

*2) ponad dobra (very good) – 4.5 (≥ 84 %),*

*3) dobra (good) – 4.0 (≥ 76 %),*

*4) dość dobra (satisfactory) – 3.5 (≥ 68%),*

*5) dostateczna (sufficient) – 3.0 (≥ 60%),*

*6) niedostateczna (insufficient/failed) – 2.0 (< 60 %).*

In case of cancellation of a test question, or different number of the questions, grades will be issued proportionally.

**§9**

**Regulacje dotyczące nauczania zdalnego**

Specific regulations for e-learning

1.The student is required to be in possession of an appropriate quality computer equipment, including a webcam, microphone and speakers, as well as to ensure the appropriate quality of the Internet connection, and to install the Microsoft Teams application.

2.On-line credits and examinations can also be carried in oral form in the first term.

3.The student is obliged to give consent to the registration of the course of chapter exams/final exam. The webcams and microphones must be on for the whole duration of the chapter tests/final exam. The webcam image transmission during the exam should be unprocessed. The student refusal to provide the registration consent of the course of the examination results in the test/exam failure.

4.The student is required to possess a document enabling personal identification before proceeding to the chapter credit/final exam. During the test/exam, setting the camera should enable the visibility of the student's face.

5.During the chapter credit/final exam, at the request of the supervisor, the student is obliged to provide the view of the room in which he is located via a webcam.

6.It is forbidden to record test questions during the test.

7.All comments/objections regarding the test questions should be submitted within 2 hours after the end of the test.