**Internal didactic regulations**

|  |  |
| --- | --- |
| 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 |
| rok studiów  | 5 |
| **nazwa przedmiotu/przedmiotów** | **Internal Diseases, Rheumatology** |

**§1**

**Sposób prowadzenia zajęć**

Teaching Methods

1. For obtaining a credit the it is required to attend all the seminars and classes, demonstrate knowledge of history taking, physical examination, with particular emphasis on joint examination and topics presented and discussed during seminars and classes
2. Topics of seminars and exercises are shown on the website of the Department of Internal Diseases, Rheumatology, Diabetology, Geriatrics and Clinical Immunology PMU (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. Absence to the classes can be excused in a case of health problem (confirmed by the physician) and in cases where student can present a Deans leave. In some special cases, the Head of the Department can consider other important reasons of the absence.
2. However these absences have to be made up. It is possible to make up classes after making an agreement with the teacher conducting the classes.
3. Missing more than 1 classes makes it impossible to take the credit test. Student has to repeat the whole course.
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. Presence during scheduled classes, including seminars and practical classes; confirmations of the credits signed in the credit sheets/virtual dean’s office

**§4**

**Zasady dopuszczające studenta do poszczególnych zajęć w
danym roku akademickim\***

Principles of attending classes during the academic year

1. The condition of admission to classes is to arrive on time, have a medical white coat and ID.
2. During the classes in the clinic, ethical principles, proper attitude towards the patients and staff of the department are required.

**§5**

**Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów**

Forms of credit and exams

1. Credit test (a multiple choice test) is supervised by academic teacher conducting the classes. The test contains 20 single choice questions. Correct answers on 60% (12) questions is satisfactory to pass the test. Credit test takes place on the last day of class (I term).
2. Absence at the test (without justification) is equivalent to failure of the first term.
3. During the test it is not allowed to use any electronic devices or to communicate with anyone.
4. The student has the right to 2 resitting terms of the credit, their dates must be agreed with the responsible teachers.
5. The 2nd and 3rd term (in written or oral form depending of responsible teachear’s decision) should be held no later than within 2 months from the date of the first, after setting the date with the teacher
6. The Head of the Department can set additional terms of the test for students who did not pass their tests due to important reasons.
7. During the test it is not allowed to use any electronic devices or to communicate with anyone.

**§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 12 (60%) answers is 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.

In the case of a different number of questions than the standard, grades will be issued in proportionally, according to the regulations of the university.

**§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.