

Internal Study Regulations
for the full-time and part-time studies:
uniform master degree studies and 1st and 2nd cycle studies
at the Faculty of Medicine of the Collegium Medicum UMK,
binding from the academic year 2018/2019
*(the Regulations are applied together with the Rules of Studies
of the Nicolaus Copernicus University /UMK/in Toruń dated 28th April 2015).*

A. General data concerning the education Unit and the taught subject:

- 1) Name of Unit: Department of Family Medicine
- 2) Head of education team: dr hab. n. med. Krzysztof Buczkowski
- 3) Person responsible for education-related matters: lek. Magdalena Dachtera – Frąckiewicz
- 4) Composition of the education team (including photo):



dr hab. n. med.
Krzysztof Buczkowski



dr n. społ.
Agnieszka Woźniewicz



lek. med.
Magdalena Dachtera – Frąckiewicz

- 5) Subject name: Family medicine
- 6) Year of the studies: V
- 7) Academic teachers' duty hours:
 - dr hab. n. med. Krzysztof Buczkowski: Monday 13:00 – 14:30 (by prior arrangement by email: kizlekrodz@cm.umk.pl);
 - dr n. społ. Agnieszka Woźniewicz: Tuesday 14:30 – 16:00; (**address: Building G - University Clinical Center, section D, 2nd floor, room. 2.069**, by prior arrangement by email: awozniewicz@cm.umk.pl);
 - lek. Magdalena Dachtera – Frąckiewicz: Thursday 13:30 – 15:00 (by prior arrangement by email: kizlekrodz@cm.umk.pl);

B. Form of the classes:

- 1) Type of educational classes:
 - a) Lectures: (number of hours): not applicable
 - b) Seminars: (number of hours): 35
 - c) Tutorials: (number of hours): 35
- 2) Educational classes are conducted according to the Education Outcomes specified for particular subjects and according to subject matter contained in the Syllabi and Classes timetable determined by the Head of the Unit.
- 3) Participation in the classes is compulsory: students' presence at seminars and tutorials is verified. Verification of presence is based on the content of classes contained in tests or examinations.
- 4) Students are obliged to come for the classes punctually and to be adequately prepared with reference to the theory. Lateness for the classes exceeding 15 minutes may be understood as absence.
- 5) Classes that did not take place due to "Rector's hours" (free hours determined by the Rector's decision) are not subject to making-up, but the Education Outcomes attributed to them are compulsory at the test (kolokwium) and examination.
- 6) For the tutorials and seminars students are obliged to be prepared within the scope of currently binding problems and issues provided for in the timetable of classes and in syllabi, which will be systematically verified by academic teachers. Methods of verification of the Education Outcomes that regards to knowledge, practical skills and social competence are presented by a person conducting the classes on the first meeting with students, with consideration for detailed description of ways of verification and criteria.

- 7) During the first classes students will be familiarized with the classes organization, with terms of duty hours of the academic teachers conducting the classes, with the Study Regulations, Health and Safety regulations and conditions for obtaining credits. Reading and understanding the Health and Safety Regulations must be confirmed by the Student's signature.
- 8) Violation of the Health and Safety Regulations may result in suspending or exclusion the Student from the classes.
- 9) During the classes and at consulting hours of the academic teachers a Student is entitled to lead a discussion concerning the subject-related matters.
- 10) A student shows respect towards teachers and other employees of the University and towards other students and patients, including by wearing appropriate clothing and by proper behaviour. Rules of behaviour during clinical classes with patients are determined in the Ethical Code for Students of the Faculty of Medicine NCU.

C. Form and conditions for obtaining credits: *(specify for each type of the educational classes).*

- 1) Presence is compulsory at all tutorials and seminars.
- 2) Obtaining credits - according to the system of verification of Education Outcomes - in practice.
- 3) Positive grade in exam.
- 4) For the tutorials and seminars students are obliged to be prepared within the scope of currently binding problems and issues provided for in the timetable of classes and in syllabi, which will be systematically verified by academic teachers. Methods of verification of the Education Outcomes that regards to knowledge, practical skills and social competence are referred to by a person conducting the classes on the first meeting with students, with consideration for detailed description of ways of verification and criteria.

D. Form and conditions for obtaining final credit:

- 1) Condition for approving a student for examination is previous crediting of compulsory classes expressed by summary grade (achievement of particular Education Outcomes attributed to a particular subject).
- 2) Terms of exams are announced to the students at least 2 weeks in advance.

- 3) Scope of problems binding for the examination is compliant with educational outcomes and subject matter of the syllabus, concerning particular classes, and with recommended literature.
- 4) Students taking the examination must prove their identity with an ID (or any document proving their identity).
- 5) Final examination is theoretical
 - test, 50 questions (modeled on Medical Final Examination LEK) - each of them contains 5 alternatives out of which 1 is the answer and 4 are distractors (without negative points for incorrect answer).
- 6) Results of the exam are announced at the latest within 5 days from the date of verification of the Education Outcomes.
- 7) The final theoretical exam is held in the manner that ensures Student's anonymity, also for the examiner. Decoding of Students' names takes place after announcement of the examination results, according the Students' codes, in attendance of the selected student.
- 8) Results of final exam in the form of scores/points with detailed description of criteria and bases for awarding points are documented in the protocol of verification of Education Outcomes.

Grades are awarded pursuant to the number of scores, according to the table below:

% of scores	Grade
92-100	very good (5)
84-91	good plus (4+)
76-83	good (4)
68-75	satisfactory plus (3+)
56-67	satisfactory (3)
0-55	fail (2)

Minimum threshold for obtaining satisfactory grade is 56%.

The above uniform criteria should be applicable to all crediting final course tests and exams, including the retake. At the final course tests and retake examinations one must not make the criteria more severe, for instance by reducing the number of points possible to be obtained for the given correct answers.

- 9) Within 3 days from announcement of the results a Student, –in presence of an academic teacher -- is allowed to view his/her the answers card. Answer key should specify clear criteria.
- 10) Having completed the theoretical exam, a Student has the right within 24 hours to submit a written reservation concerning the correctness of the test questions or typographical errors (reported to the e-mail address of the unit: kizlekrodz@cm.umk.pl). Submitted reservations shall be verified before announcement of the results. When the submitted reservation has been acknowledged, the questions subject to the reservation shall be omitted, which will decline the number of points available.
- 11) Final exam is the summarizing method of verification of Education Outcomes and determines the final credit. If a student obtains a negative grade - he or she may retake the exam or kolokwium that is a method of verification of Education Outcomes identical to the one on the first term.
- 12) A student is entitled to retake a final exam even if his/her obtained grade is positive - but he/she must submit at the Head of Unit an application containing a relevant justification. If Head of Unit recognizes the student's application as justified, may determine additional date for final exam, but the grade obtained on the second date is binding **and constitutes a FINAL result (!)** of verification of the Education Outcomes.
- 13) A student who failed at the final exam on the first term, or in the retake session, cannot have the subject credited. At the request of a Student in justified cases the Dean may decide on organization of the examination before the examination board ('commission examination').
- 14) At the final exam Students are forbidden to use any aids or notes or any devices enabling the visual registration of examination card or facilitating distant communication. Student's conduct suggesting possession of any aids or devices referred to above, or confirmed possession of the above, shall result in obtainment of grade "fail" for the exam and may result in bringing the case to the Students' disciplinary commission.
- 15) A student who did not take an exam in a determined time, by the approval of the Dean, who agrees it with the examiner, may have an additional date for the exam settled, provided that the student submits a relevant request and is able to prove that his/her absence during the proper term was not his/her fault. Exam taken on this additional date in such case is considered as taken on the first term. A request for setting the additional date of examination must be submitted within 7 days from the moment the cause of absence has ceased.

16) Student's failure to appear for the examination is governed by the provisions of the Rules of Studies (Chapter VIII, Part 36, sec. 6).

E. Conditions for making up for the classes that were abandoned due to justified reasons or classes not credited by other reasons

- 1) It is forbidden to abandon classes, also leave during the classes by unexcused reasons. Therefore, unexcused absence from educational classes prevents obtainment of credit in thematic block related to education outcomes attributed to it.
- 2) Absence from the classes must be excused within the period not longer than 7 days or immediately after the cause of absence ceased. Failure to fulfill this condition shall result in failure to obtain credit in particular classes and will lead to lack of credit in a subject.
- 3) Absence due to medical reasons requires medical certificate and in fortuitous events (such as funerals) a relevant document confirming the case.
- 4) Excused absence from tutorial means that tutorial cannot be credited so the student must in the shortest possible period of time credit the relevant material and accomplish the Education Outcomes.
- 5) Absence is recognized as excused by an academic teacher conducting particular classes basing on the copy of medical certificate (original document must also be presented) submitted to him/her by the student during the teacher's duty hours.
- 6) Method and form of making up for the material a Student is behind:
 - tutorials - making up for the outstanding classes means obligation to participate in additional classes that verify certain Education Outcomes, in particular in practical skills.
 - seminars - method for making up the outstanding material is taking a test verifying certain Education Outcomes, in particular concerning knowledge.

F. Recommended literature:

- 1) Leading textbooks:
 - *Textbook of Family Medicine*, 9th Edition by Robert E. Rakel MD, David Rakel MD;
- 2) Supplementary handbooks (2 or 3 items): -

G. General and detailed Health and Safety Regulations required for realization of the educational process at the

- 1) Before attending the classes the Students are obliged to leave outwear in the cloakroom and must turn off their mobile phones.
- 2) Students are obliged to possess and wear protective clothing, related to the specific character of each unit: a clean protective apron and in the autumn and winter changing variable non-slip footwear and supplying a stethoscope.
- 3) During the classes the Students must observe the rules concerning cleanliness, the ban on food and smoking. It is forbidden to appear under influence of alcohol or other intoxicants, or to use fire. Student breaching these rules shall be expelled from the classes.
- 4) Without consent of the Academic Teacher, Students are not allowed to take pictures and/or film the classes with cameras, phones, smart phones, tablets or any other electronic devices with fitted camera. Moreover, the sound recording is strictly forbidden.
- 5) Financial responsibility for material damages resulting from failure to comply with the H&S and Fire protection Regulations is borne by the Student.
- 6) The basic information about the seminars in the form of multimedia presentations is available on the unit's website.
- 7) During the course the student without the knowledge of the assistant is not allowed to leave the place designated by the schedule of didactic classes. In the case of a student leaving the classroom, for example to the toilet and no return or return after a very long time - this fact is recorded on the presence card (in order to apply further procedures, i.e. the consequences of the behavior until the absence). In case of any hazards or accidents during the course, the student is obliged to inform the leading person.

H. Method of publishing information in the Unit

1. Every information concerning organization of the education process in subject family medicine is available at the University website in the link of the Unit and in the information cabinets of the Unit.
2. Due to safety of communication in the Internet, - correspondence with the students is carried out by email addresses created on the University server - academic teachers use their University emails (@cm.umk.pl), and students use the emails containing their Students' books numbers (@stud.umk.pl).

I. Information on the Students' Scientific Circle (coordinator, type of circle, number of members, research topics, form of meetings, dates and place of meetings, current achievements)

Bydgoszcz, 27.08.2018

p.o. KIEROWNIKA
Katedry i Zakładu Lekarza Rodzinnego

dr hab. Krzysztof Buczkowski

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Signature of Head of Unit

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Student's Self-Government Council
of Medical Faculty

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Dean of Medical Faculty