

**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 - clinical science
- 6) Year of the studies: VI
- 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](mailto:kizlekrodz@cm.umk.pl));
  - dr n. społ. Agnieszka Woźniewicz: Tuesday 10:15 – 11:45; (**address: Building G - University Clinical Center, section D, 2nd floor, room. 2.069**, by prior arrangement by email: [awozniewicz@cm.umk.pl](mailto:awozniewicz@cm.umk.pl));
  - lek. Magdalena Dachtera – Frąckiewicz: Thursday 13:30 – 15:00 (by prior arrangement by email: [kizlekrodz@cm.umk.pl](mailto: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): not applicable
  - c) Tutorials: (number of hours): 60
- 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 the tutorials is verified. Verification of presence is based on the content of classes contained in credit.
- 4) Students are obliged to appear 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).
- 6) For the tutorials 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.
- 7) During the first classes the Students will be familiarized with the classes' organization, with terms of duty hours of the academic teachers conducting the classes, with the Study

- 8) 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.
- 9) Violation of the Health and Safety Regulations may result in suspending or exclusion the Student from the classes.
- 10) During the classes and at consulting hours of the academic teachers a Student is entitled to lead a discussion concerning the subject-related matters.
- 11) 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.
- 2) For the tutorials 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 as 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) With reference to the subjects passed at the Final Medical Examination - 'LEK', (internal medicine, pediatrics, surgery, gynecology and midwifery, psychiatry, family medicine, emergency medicine and intensive care, bioethics and medical law, medical reporting and public health) at least 50% of the questions in theoretical part should come from the pool of questions formerly used at 'LEK'. *(these questions are available at Central Medical Board website or in literature, for instance LEPoLEK)*

**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.

#### **F. Recommended literature:**

- 1) Leading textbooks:
  - *Textbook of Family Medicine*, 9<sup>th</sup> 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*

.....  
Signature of Head of Unit

.....  
Student's Self-Government Council  
of Medical Faculty

.....  
Dean of Medical Faculty