

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 Medical Biology and Biochemistry, Medical Biology
- 2) Head of education team: Celestyna Mila-Kierzenkowska, PhD
- 3) Person responsible for education-related matters: Paweł Sutkowy, PhD
- 4) Composition of the education team (including photo):



prof. Alina Woźniak

Full professor (Head of Department)



Celestyna Mila-Kierzenkowska, PhD
Assistant professor (Head of Medical
Biology)



Karolina Szewczyk-Golec, PhD
Assistant professor



Paweł Sutkowy, PhD
Assistant professor



Roland Wesołowski, MSc
Academic teacher



Marta Pawłowska, MSc
Academic teacher

- 5) Course name: Elements of medical statistics
- 6) Type of study: medicine
- 7) Year of the study: I, semester I
- 8) Academic teacher's duty hours: the list of duties of academic teachers is available in the display case of Department of Medical Biology and Biochemistry (Karłowicza 24 Str., II floor)

B. Form of the classes:

- 1) Type of educational classes:
 - a) Tutorials: 10 hrs.
- 2) Educational classes are conducted according to the Education Outcomes specified for particular subjects and according to subject matter contained in the Syllabus and Classes timetable determined by the Head of the Unit.
- 3) Participation in the educational classes is compulsory: the Student's presence at tutorials is controlled.
- 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 an absence.
- 5) Classes that did not take place due to "Rector's hours" or "Dean's hours" (free hours determined by the Rector's/Dean's decision) are not subject to making-up, but the Education Outcomes attributed to them are compulsory at the test (colloquium) and examination.
- 6) For the tutorials, Student is obliged to be prepared within the scope of currently binding problems and issues provided for in the timetable of classes and in syllabus of the course, which will be systematically verified by the course instructor. Methods of verification of the Education Outcomes as regards to knowledge, practical skills and social competences are presented by the academic teacher on the first meeting with Students, with consideration for detailed description of ways of verification and criteria.
- 7) During the first meeting, the Students will be familiarized with the course organization, with terms of duty hours of the academic teacher that conduct 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 non-admission or exclusion the Student from the educational 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) Student should shows respect to teachers and other employees of the University and to other Students, including by wearing appropriate clothing and by proper behavior.

C. Form and conditions for obtaining course credit:

- 1) Obligatory presence at all tutorials.
- 2) Obtaining positive credits – according to the system of verification of Education Outcomes – written or oral tests and practical exercises during tutorials.

D. Form and conditions for obtaining final credit: not applicable. The form and conditions for final course credit can be found in the regulations of the module consisted of this and others courses. The condition of participation in the final credit is obtaining a tutorials credit. The name of the module: Scientific basis of modern medicine.

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

- 1) It is forbidden to abandon classes, as well as leaving the class room during the classes due to unjustified reasons. Therefore, unjustified absence at particular class does not allow to obtain credit in thematic block related to education outcomes attributed to it.
- 2) Absence at classes need to be justified within the time not longer than 7 days from the day when the particular class was occurred or immediately after the appearance of the absence cause. Failure to fulfill this condition may result in failure to obtain credit in particular class and will lead to lack of the course credit.
- 3) Absence due to medical reasons requires sick note, however in case of other reasons (e.g. funeral), adequate document justifying the absence.
- 4) Despite excusing the absence, the particular tutorial cannot be credited, therefore the Student is obliged to pass and realize the Education Outcomes assigned to the abandoned tutorial in the shortest possible time (not later than before the examination period).
- 5) Excuse the absence is made by the academic teacher who conducts classes. Therefore, the Student is obliged to submit for the teacher a copy of the adequate written justify of absence, while the original document should be show to the teacher only for inspection.
- 6) Method and form of compensating backlogs:
 - the method of compensating backlogs obligates to participate in additional classes that verify certain Education Outcomes, especially in practical skills.

F. Recommended literature:

– Leading textbook:

Wayne W. Daniel and Chad W. Cross: Biostatistics: a foundation for analysis in the health sciences . John Wiley & Sons, Ltd., cop. 2011.

– Supplementary textbooks:

1. A. Källén: Understanding biostatistics. John Wiley & Sons, Ltd., cop. 2011.

2. Marc M. Triola, Mario F. Triola: Biostatistics for the biological and health sciences. Pearson/Addison Wesley, cop. 2006.

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

- 1) Before attending the classes the Students are obliged to leave their outer clothes in the cloakroom and have to turn off their mobile phones.
- 2) Without consent of the academic teacher, Students are not allowed to take pictures and/or record the classes using cameras, phones, smart phones, tablets or any other electronic devices with fitted camera. The sound recording is also strictly forbidden.
- 3) The Student bears the consequences and take financial responsibility for material damages resulting from failure to comply with the H&S and Fire protection Regulations.
- 4) During the classes the Students need to obey the rules concerning cleanliness, the ban on food and smoking. It is forbidden to be under influence of alcohol or other intoxicants, or to use fire. Student which will break mentioned rules will be excluded from the given class.
- 5) During the classes the Student is obliged to:
 - keep calm and quiet
 - keep the workplace clean
 - be careful during its work in order to not to expose itself and others and not to damage the equipment
 - throw solid waste into a litter bin
 - immediately report any threats or accidents to the teacher that conducts the class
- 6) During the classes, the Student cannot leave the designated place and class without the permission of the academic teacher, excluding outgoing to the toilet.

H. Method of publishing information in the Unit

- 1) Any information concerning organization of the education process at the course of “Elements of medical statistics” 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 in 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).

Bydgoszcz, Nov. 5th, 2018

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Head of Unit

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Student's Self-Government Council
of Medical Faculty

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Dean of Medical Faculty