

Principles of implementation of the didactic process in the Medical Education Unit

1. Participation in all lectures, tutorials and seminars is mandatory.
2. Students are obliged to appear at the classes on time.
3. Students are required to attend tutorials prepared in the area of current topics according to the syllabus and the schedule of the subject.
4. Students should show respect towards teachers, other employees of the University, other students and patients by proper conduct and wearing appropriate clothing.
5. At the examination, students are forbidden to use any aids or devices which allow to record the examination or allow to communicate with others (such as mobile phones). Student's behavior suggesting possession of any forbidden aids or confirmed use of the mentioned above, will result in failing the examination and in bringing the case to the Students' Disciplinary Commission.
6. Mandatory conditions required to obtain a passing score in the subject:
 - Mandatory attendance at all types of the classes (lectures, tutorials, seminars).
 - A passing score in all required tests administered during the classes – according to the verification system included in the syllabus of the given subject.
 - A passing score on the final test.
7. Final test:
 - In order to be eligible to take the final test, it is mandatory for a student to have passed obligatory classes in the subject (achievement of the all required learning outcomes).
 - The final test consists of the theoretical and practical part.
 - The final test serves as an ultimate method of verification of the achieved learning outcomes and is required to pass the subject.
8. It is not allowed to miss classes without providing a valid excuse. Unexcused absence will result in failing the class that was missed by a student.
9. It is required to provide a valid excuse for the absence at the classes – in the Medical Education Unit during the office hours of the academic teacher (in case of absence due to the health reasons, it is required to provide a note from the doctor). The academic teacher decides about the form of making up for the absence, in order to achieve all the required learning outcomes.
10. General OHS rules followed during the classes conducted by the Medical Education Unit:
 - Failure to comply with the OHS rules will result in the student's exclusion from the class (the student will be considered to have been absent from the class).
 - Before the classes, students are required to leave their outerwear in the locker room.

- The possession and use of the cell phones is strictly forbidden during all classes.
- Students are required to wear protective clothing and follow any additional requirements, as specified for each subject.
- During the classes, the students are required to follow the rules regarding cleanliness. It is not allowed to eat during the classes. It is forbidden to smoke or be under influence of alcohol or other intoxicants. It is forbidden to use fire during the classes. In case of breaking the rules above, the student will be expelled from the class.
- 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 during the classes is strictly forbidden as well.
- During the first practical classes, each student receives station-specific training and signs a declaration confirming their understanding and commitment to follow the regulations and safety principles related to the course.
- The student bears financial responsibility for any material damage caused by noncompliance with OHS and fire protection regulations.

11. Due to security reasons, all electronic correspondence with the students will take place only via their official e-mail addresses created on the University's server.

Detailed regulations regarding the subjects conducted
by the Laboratory for Medical Education

Subject: FIRST AID

Rules of final examination of credit

Participation in all lectures and tutorials is obligatory for all students in order for them to be eligible to take their practical and theoretical final tests. During lectures and tutorials students are obliged to achieve all the required learning outcomes, as outlined in the learning outcomes verification system. Students are also required to pass all in-class practical and theoretical tests.

The final test is considered as the ultimate method of validation of a student's achievement of the learning outcomes in the areas of knowledge and practical skills.

The final test consists of multiple-choice questions open-ended questions. Each multiple-choice question contains 4 or 5 possible answers with only one answer considered to be correct.

Criteria of final practical examination or credit

The method used to conduct the practical test is as follows: students are required to complete various practical tasks at a series of stations. Upon completion of these tasks at each station, the students are graded utilizing the pass/fail verification system. Practical skills, as well as an affective domain, are evaluated during the final practical test. During the final practical test, only highly reliable methods and techniques are used to assess the students. The subject matter of each individual task is designed to accurately test selected practical skills which were included in the course curriculum of the subject.

Detailed OHS rules applicable during classes taught at the Medical Education Unit

Special precautions are required when working with medical equipment. Improper use of any equipment may be hazardous to a student's health and safety.

Use of all equipment is allowed only under the strict supervision and direction of the academic teacher.

Each student is required to utilize all equipment and didactic aids according to all safety guidelines and instructions.

All students are required to wear the appropriate clothing and footwear:

- Comfortable clothing and non-slip, full-covering medical footwear.
- It is required that students have short-trimmed nails, and long hair should be appropriately pinned up before entering the classroom (due to work safety and out of concern for the equipment that is used during the classes).
- The wearing of any jewelry or watches during the practical classes is forbidden.

Failure to comply with the rules listed above will result in the student's exclusion from the tutorial (the student will be considered to have been absent from the class).

Subject: TECHNIQUES OF MEDICAL PROCEDURES

Rules of the final examination or credit

Participation in all seminars and tutorials is obligatory for all students in order for them to be eligible to take their practical and theoretical final tests. During seminars and tutorials students are obliged to achieve all the required learning outcomes, as outlined in the learning outcomes verification system.

Students are also required to pass all in-class practical and theoretical tests.

The final test is considered as the ultimate method of validation of a student's achievement of the learning outcomes in the areas of knowledge and practical skills. The final test consists of the practical part (a summary of practical tests) and theoretical part.

The final test consists of multiple-choice questions and open questions. Each multiple-choice question contains 4 or 5 possible answers with only one answer considered to be correct. The final grade is determined by the number of points obtained in the final module test.

Criteria of final practical examination or credit

The final practical test is carried out according to a predefined scenario and checklist. During practical final test student performs various tasks that form the basis of the evaluation. Practical skills, as well as an affective domain, are evaluated during the final practical test – therefore, during classes, the student receives points that determine the final grade in the subject. The exam is conducted using reliable methods, techniques, and measurement tools. The tasks are carefully selected to accurately reflect the practical skills taught in the course, providing the appropriate sample for evaluation.

Detailed OHS rules applicable during classes taught at the Laboratory for Medical Education

Special precautions are required when working with medical equipment. Improper use of any equipment may be hazardous to a student's health and safety.

All students are required to wear the appropriate clothing and footwear:

- Full clean medical clothing (detailed guidelines are available on the Faculty of Medicine website) and non-slip, full-covering medical footwear.
- Long hair should be appropriately pinned up before entering the classroom (not only loosely tied, due to work safety, learning the rules of antisepsis and taking care for the equipment that is used during the classes).
- In the palm area: short nails without varnish (due to work safety, learning the rules of antisepsis for the during the classes).
- The wearing of any jewelry or watches during the practical classes is forbidden (due to work safety and learning the principles of antisepsis).

Failure to comply with the rules listed above will result in the student's exclusion from the tutorial (the student will be considered to have been absent from the class).