

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 2017/2018

(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 the education team: dr n. med. Krzysztof Buczkowski
- 3) Person responsible for education-related matters: lek. Magdalena Dachtera – Frąckiewicz
- 4) Composition of the education team (including photo):



dr n. med.
Krzysztof Buczkowski



dr n. społ.
Agnieszka Woźniewicz



lek.
Magdalena Dachtera – Frąckiewicz



lek.
Dorota Łuszkiewicz

- 5) Subject name: Family medicine
- 6) Major/Program: Medicine
- 7) Year of the studies: V, semester: 9, 10
- 8) Academic teachers' duty/consulting hours:
 - dr n. med. Krzysztof Buczkowski: Monday 13:00 – 14:30 (by prior arrangement by email: kizlekrodz@cm.umk.pl);
 - dr n. społ. Agnieszka Woźniewicz: Tuesday 10:15 – 11:45; (**address: Techników 3, by prior arrangement by email: awozniewicz@cm.umk.pl**);
 - lek. Magdalena Dachtera – Frąckiewicz: Friday 13:30 – 15:00 (by prior arrangement by email: kizlekrodz@cm.umk.pl);
 - lek. Dorota Łuszkiewicz: Tuesday 12:30 – 14:00 (by prior arrangement by email: kizlekrodz@cm.umk.pl);

B. Form of the classes:

- 1) Type of educational classes:
 - a) Lectures: (number of hours) -
 - b) Seminars: (number of hours) 35;
 - c) Tutorials: (number of hours) 35;
- 2) Educational classes are conducted according to the subjects contained in the Syllabi and Classes timetable determined by the Head of the Unit.
- 3) Lectures are conducted by the academic teacher having the academic degree of Professor or Associate professor having the academic record connected with the subject, or exceptionally can be conducted by an academic teacher with the Ph.D. degree.
- 4) Participation in the classes is compulsory: students' presence at lectures, seminars and tutorials is verified.
- 5) 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 treated as absence.

- 6) 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 subjects content attributed to them is compulsory at the tests (kolokwium) and exams.
- 7) During the first classes the Students will be familiarized with the classes organization, including the 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 conduct.

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

- 1) Condition for obtaining credit is obtaining the overall positive grade for tutorials (intermediate tests, final projects, reports etc.), seminars and lectures the content of which is compliant with the effects described in the Syllabus. Knowledge of the subject discussed and presented at the lectures is verified at intermediate tests (kolokwium) and/or at exams, at the same time being a proof for Student's presence at the lectures. Moreover, the credits must be presented in the Practical Skills Record.
- 2) Students are obliged to possess necessary knowledge of the currently studied material contained in the plan of study for the tutorials and seminars, as verification of their knowledge is carried out systematically. Form of the aforementioned verification of knowledge, including the content, terms and method of grading, shall be determined by the teacher conducting the particular academic classes at the first meeting with the Students (scale of grades is the same as the one at examinations- *see: below*).

D. Form and conditions for obtaining final credit:

- 1) Condition for admission to the examination is obtaining credit for a particular subject (according to sec. C).

- 2) Scope of material and knowledge required for the examination is compliant with the educational effects contained in the Syllabus and covers the matters presented at tutorials, lectures and seminars and contained in the recommended literature.
- 3) Written examinations of subjects realized in the form of "blocks" take place TWICE per academic year: in winter and summer semesters, on the dates agreed with the Year's President. Oral examinations of these subjects may be conducted in the form of "continuous exam sessions".
- 4) Students taking the examination must prove their identity with an ID (or any document proving their identity).
- 5) The exam consists of the theoretical part. This is conducted in a written form (multiple choice test out of which only 1 is correct, number of questions – 50, duration 100 minutes). The results are announced within 5 working days from the examination date, at the latest.
- 6) The written part of the examination is held in the manner that ensures Student's anonymity. Decoding of Students' names takes place after announcement of the examination results, according the Students' codes, in attendance of the selected student.
- 7) Rates of conversion of the percentage of correct answers into grades are as follows:

% of points obtained	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)

The above grade conversions are applicable to credits, tests and examinations in all courses offered to students of the Faculty of Medicine and commencing in the academic year 2017/2018.

- 8) The above criteria are 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 work and the answers card. The answer KEY should also include the open questions.
- 10) Students with the average 4.5 of all intermediate tests may, with the consent of the Head of the Unit, obtain additional benefits, such as: possibility to take the "zero" term of examination, be released from examination or have the examination grade raised.
- 11) Having completed the examination in the test form–, but before leaving the examination room,– a Student is entitled to submit a written reservation concerning the correctness of the test questions or typographical errors. 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.
- 12) A Student who has not passed the examination is entitled to take one retake in the form written in the term determined by the Head of the Unit announced one month in advance, or earlier, by mutual consent. At the request of a Student in justified cases the Dean may decide on organization of the examination before the examination board ('commission').
- 13) At the examination Students are forbidden to use any aids or notes or any devices enabling the visual registration of examination texts or distant communication (such as mobile phones). 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 examination and in bringing the case to the Students' disciplinary commission.
- 14) Student's failure to appear for the examination is governed by the provisions of the Rules of Studies (Chapter VIII, Part 36, sec. 6).
- 15) 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 should come from the pool of questions formerly used at 'LEK'.

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 miss the classes without a formal excuse, that is why the unjustified absence from tutorial prevents crediting of the thematic block.
- 2) Absence at the classes must be excused immediately after the reason for absence ceases.

- 3) Absence resulting from medical condition requires submission of medical certificate (one-day absence may be excused without the medical certificate), and in special cases - without a relevant certificate.
- 4) Excused absence from tutorial means that tutorial cannot be credited and the student must in the shortest possible period of time credit the relevant material.
- 5) Tutorials and seminars must be made up for in the terms and forms specified by the Head for education-related matters. A Student may not have such term decided on the date he/she has other classes, according to the timetable.
- 6) Student's failure to make up for the classes prevents him/her from taking the tests/kolokwium/exams.
- 7) Lectures are compulsory- Student's presence is confirmed by the knowledge of lecture-related matters, included in the tests/kolokwium/ and exams.

F. Recommended literature:

- 1) Main handbooks (1 item):

Textbook of Family Medicine, 9th Edition by Robert E. Rakel MD, David Rakel MD;

- knowledge of its content should guarantee obtainment of satisfactory grade at least,
- with reference to the subjects passed at LEK - choose the handbook recommended by the Medical Examination Centre.

- 2) Supplementary handbooks (2 or 3 items): -

G. General and detailed Health and Safety Regulations required for realization of the educational process at the unit (should include the general guidelines, but also the specific and individual character of each unit)

- 1) Before attending the classes the Students are obliged to leave their outwear in the cloakroom and turn off their mobile phones.
- 2) Students are obliged to possess and wear protective clothing, related to the specific character of each unit (e.g. disposable smocks, latex gloves, caps, non-slip safety shoes) and possess small medical equipments, (such as: stethoscope, tweezers, or reflex hammer).
- 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) It is recommended to share the slideshows used during the classes with students, if possible, especially if they contain a lot of data, difficult to be noted down during presentation.

7) Fill in the specific Health and Safety Regulations, characteristic for a particular unit.

The student is not allowed to leave the premises during the classes without the consent of an Assistant Lecturer. In the case of any danger or accident during the classes, the student is obliged to inform the Instructor.

H. 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)

fill in:.....

Bydgoszcz, 20th September 2017.

p.o. KIEROWNIKA
Katedry i Zakładu
Lekarstwa Rodzinnego

dr Krzysztof Buczkowski

.....
Signature of Head of Unit

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

.....
Dean of Medical Faculty