

CLINICAL PHARMACOLOGY COURSE REGULATIONS

1. Seminars and classes take place according to provided the schedule. The student is required to participate in classes with the group to which the student has been assigned.
2. Students are required to come to class on time.
3. Attendance in classes and seminars is obligatory.
4. Student should come prepared for classes. Materials and list of issues for classes will be provided approximately week before. Preparation for classes will be checked with oral and / or written tests.
5. Passing a failed classes / seminar should take place within 7 days.
6. Failure of 1 class per semester is acceptable, after 2 failures the student is obligated to write a test on basis of material from whole course, with 3 or more classes failed the whole course is failed
7. Failed exercise can be passed only once.
8. Absences will be excused on the basis of a medical certificate performed by a doctor or other institutions (eg. courts, prosecutor's office, state offices).
9. Abandoned classes should be work out within 7 days with teacher who provided class.
10. Unexcused absence from class will be treated as a failed class.
11. Only one unexcused absence from the exercises in the semester is allowed. Each subsequent unexcused absence results as failure of class.
12. During course three colloquias are planed. Student is obligated to pass all colloquias.
13. Additional term for passing failed colloquium will take place at the and of course
14. All tests, colloquias are performed on fallowed conditions:
 - a) tests checks knowledge from textbook, materials, seminars provided by teacher and the practical knowledge received during classes
 - b) unexcused absence on the test is an equivalent to receiving an unsatisfactory grade.
 - c) in exceptional random cases, (eg. longer stay in hospital) tests, colloquias can be individually provided by teacher conducting particular class
 - d) repetition of each failed colloquium can be provided at the end of the semester, but only when all the exercises are passed

e) to pass each test, exam, small test is required to obtain a minimum of 60% of the points in one-choice answer test.

Final mark will depend on achieved percentage of correct answers as follows:

< 60%	- 2
60%- 67%	- 3
68%-75%	- 3+
76% -83%	- 4
84%- 92%	- 4+
93%-100%	- 5

g) cheating in any form in tests colloquium results in discarding the student from test with negative grade resulting as a failure of the test, class or colloquium with notification of such a situation to the Dean for Student Affairs.

16. Failure of any of the colloquia means failing of a particular material and classes related, and which determine failing of whole course of clinical pharmacology. The final evaluation mark will be the average of marks gained in various classes and marks of three colloquias and practical test.

17. It is unacceptable to use of cell phones, electronic equipment and the Internet in the classroom.

19. Recording and taking pictures during class is not permitted.

20. Connecting any electronic device is not permitted (CD / DVD, USB drive) without the consent of the teacher.

21. As a consequence for student behaving contrary to the rules and guidelines of health and safety will be exclusion from particular class (as an unexcused absence).

22. Doubts that emerge throughout the course are arbitrated in the first place, in fallowed order; by a person conducting classes, head of the course and, if necessary, Head of the Department of Pharmacology and Toxicology

All matters not covered in these rules lays in responsibility of the Head of the Department.

GUIDELINES OF HEALTH SAFETY

- 1 Students may stay in the classrooms in the presence of the teacher.
- 2 It is not acceptable in the classroom being under the influence of alcohol or psychoactive drugs.
3. It is prohibited to use any recording devices in classrooms without the express permission of the teacher.
4. The classroom must maintain order and cleanliness and silence, smoking is prohibited. During the course eating, drinking is not permitted
5. In the classroom to maintain clearance change of shoes or use protective overlays can be oblige.
6. Any incidents, accidents should be reported immediately to the teacher conducting classes.