

University of Warmia and Mazury in Olsztyn
Collegium Medicum
School of Medicine

REGULATIONS
PROBLEM BASED LEARNING (PBL)
SCHOOL OF MEDICINE
1st year Medical Doctor

RULES & REGULATIONS

1. General rules

1.1 Problem Based Learning (PBL; lectures and classes) are conducted by the Department of Rehabilitation and Orthopedics, located in Children's Hospital in Olsztyn, Żołnierska 18A.

1.2 Academic staff, who are responsible for carrying out the classes are:

- a. The Head of the Department: prof. dr hab. n. med. Ireneusz M. Kowalski
- b. Subject coordinator: prof. dr hab. n. med. Ireneusz M. Kowalski
- c. People, who are responsible for conducting classes: prof. Ireneusz M. Kowalski MD, PhD
Anna M. Kamelska-Sadowska PhD, Alicja Warmowska-Dawid MD.

1.3 Place, time, as well as the general and detailed didactic schedule is based on: study plan, syllabus, schedule and topics of classes.

1.4 In case of an epidemic situation, lectures and exercises are held online (MS TEAMS platform).

2. Lectures and classes

2.1. PBL consists of lectures and classes. Lectures can be carried out using a multimedia presentation.

2.2. Classes are carried out in the Department of Rehabilitation and Orthopedics in the Regional Specialized Children's Hospital in Olsztyn on the General and Neurologic Rehabilitation for Children Ward

2.3. Classes are conducted in groups of about 10 people.

2.4 In an epidemic situation, lectures and exercises are held on-line (MS TEAMS platform). Students will receive links to meetings

3. Rules for student participation in the following forms of classes

3.1. All students attending the classes in and outside the Hospital are obliged to leave the coat in the locker room.

3.2. While in hospital, all students are obliged to change their footwear for professional, medical one, as well as wear white, clean buttoned and ironed overall lab coat. Students should wear an identifier and a face mask during stay at hospital.

3.3. Taking into consideration the epidemiological concerns in the Hospital it is required not to wear jewellery or varnished and long nails.

3.4. During all classes, students are required to behave appropriately, i.e. not to use cell phones, not to conduct conversations, except for discussion prompted by the teacher. Students are also obliged to maintain order and silence in the place where lectures/exercises are performed.

3.5. Arriving to the lectures/classes on time is mandatory.

4. Absence on the classes, explaining absence and making up for absence

4.1 Students are obliged to attend to all sorts of didactic lessons.

4.2 An attendance list is kept during each class. It is the student's responsibility to sign the attendance list.

4.3 All absences must be excused (e. g. sick leave, dismissal from the supervisor of the year).

4.4 The explanation for the absence of a course must be submitted to the person who is leading the course within 7 working days starting from the last day of the absence. Students are also obliged to provide photocopies of the explanation letter to the Department of Rehabilitation and Orthopedics personally or via e-mail to rehab@uwm.edu.pl. After this time, excuses will not be respected.

4.5 Only one excused absence per semester is permissible. If a student has more than one excused absence, the possible crediting of the subject will be agreed individually with the teacher.

4.6 Every excused absence from classes/ lecture must be made up in agreement with the lecturer/tutor, in the manner specified by the lecturer/tutor, without delay and in any event within 14 days from the termination of the cause of absence.

In the event of absence from the lecture (there is only one lecture in the winter semester), the absence should be immediately justified and the form of crediting the lecture should be agreed with the lecturer.

4.7 Absence from classes/lecture that are not excused within given time, or absence from classes/lecture that are excused but not made up, result in failing to pass the subject.

4.8. If the student does not comply with the above-mentioned rules, he will not receive a credit for the lectures/exercises.

5. Rules for passing particular forms of classes:

5.1 Lectures

a. Student should attend all the lectures to pass it;

5.2 Classes

a. the determination of the verification of student's preparation for classes:

➤ materials: the tutors provide students with materials during each class,

➤ form of passing: during each class the teacher assesses the student's activity and participation in the discussion,

➤ assessment of the student's activity and participation in the classes consists of giving points on a scale from 0 to 3 on each exercise,

➤ a student who does not participate in the discussion at all receives 0 points; final pass of PBL classes is given to a student who obtained at least 4 points for participating in all exercises,

b. the information on the scope of material which should be known by a student is provided by the teacher on the preceding classes and is placed in the syllabus of the subject,

c. the final result is based on the points received by the student during the entire course:

9 points	5,0 (very good)
8 points	4,5 (good +)
7 points	4,0 (good)
6 points	3,5 (satisfactory +)
5-4 points	3,0 (satisfactory)
3-0 points	2,0(unsatisfactory)

6. The rules for viewing individual forms of passing

6.1 Students have the right to be informed about the number of points awarded for participating in the discussion.

6.2 Students can improve their final grade only when the tutor agrees to it.

7. Academic rules of law and integrity

7.1 Students are obliged to comply with the principles of the academic rules of law and integrity.

If the student doesn't follow these rules (e.g. by cheating, signing the attendance list as another person), the teacher will inform the subject coordinator or the appropriate representative of the dean's office.

8. Issues which are not covered in the presented regulations of classes in the subject of Problem Based Learning in the Rehabilitation Department and Orthopedics remain the responsibility of the Head of the Department.

9. The course regulations are consistent with the UWM Study Regulations and the procedures of the School of Medicine.

10. Work safety regulations

10.1 The student is required to read the health and safety regulations specific for the place where the classes are being held.

10.2 A detailed description of health and safety regulations at the place where all forms of classes are carried out is described below:

- Classes

- students must bear in mind that at the Department of Rehabilitation and Orthopedics (Regional Specialized Children's Hospital in Olsztyn) they meet patients - children and their parents or caregivers, who should be treated with respect.
- coats should always be left at the locker room;
- only UWM students with a valid ID and dressed in a white, clean and ironed lab coat as well as medical shoes can attend the classes;
- students are allowed to bring a backpack/purse or other bag with his/her personal belongings to the classroom. It is unacceptable to leave these belongings or any other items in front of the classroom;
- unauthorized individuals are strictly prohibited from the classes;
- bringing and eating meals during classes and within the Wards is strictly prohibited;
- students are not allowed to leave the classroom during classes without notifying the academic teacher who conducts the classes and obtaining his consent;
- students use the toilet located outside the Wards;
- students during the break or waiting for the start of classes should behave quietly and in a way which doesn't interrupt and make the duties of Hospital staff difficult. They also couldn't disturb the Ward patients;
- smoking is prohibited especially in the Department of Rehabilitation and Orthopedics and the Clinic of Rehabilitation as well as all Hospital area;
- If student notice an uncontrolled source of fire or any danger arising at the place of classes, he/she is obliged to immediately inform the teacher conducting the classes or another hospital employee;
- All Wards in the Hospital are provided with fire extinguishers marked with red color;
- In the unlikely event of an evacuation of the Hospital, one should absolutely follow the instructions of the action coordinator and follow his/her instructions.

- Lectures

- coats should be left in the locker room;
- only UWM students are allowed to attend the lectures; unauthorized individuals are strictly prohibited from the lectures;
- bringing and consuming food during classes and within the Wards is strictly prohibited;
- students are obliged to follow the health and safety regulations, which are adequate for the place, where lecture is being held.

11. The student is required to read the health and safety rules of the place of classes and the EU directive GDPR.

Before starting the classes, the Student should read these Regulations and follow its provisions. This fact is confirmed by signing a relevant declaration before starting the first class. The teacher conducting the classes is obliged to familiarize the students with the content of the Regulations before starting the first class.