

**General Rules and Regulations for 2<sup>th</sup> year Medical Students,**  
School of Medicine, Collegium Medicum, University of Warmia  
and Mazury in Olsztyn

Pharmacology and Toxicology course 1/3

1. Classes, seminars and lectures are conducted by the Department of Pharmacology and Toxicology, Faculty of Medicine, Collegium Medicum of the University of Warmia and Mazury in Olsztyn.
2. Employees responsible for the implementation of the subject:
  - a. Head of the Department: dr hab. n. med. Michał S. Majewski, prof. UWM,
  - b. Course Coordinator: dr n. farm. Anna Gryn-Rynko,
  - c. Persons responsible for the implementation of Pharmacology and Toxicology:
    - Lectures: dr hab. n. med. Michał S. Majewski, prof. UWM,
    - Seminars: dr hab. n. med. Michał S. Majewski, prof. UWM, dr n. farm. Anna Gryn-Rynko, lek. Piotr Kozera,
    - Classes: dr hab. n. med. Michał S. Majewski, prof. UWM, dr n. farm. Anna Gryn-Rynko, lek. Piotr Kozera.
3. Place and time as well as subjects of classes, seminars and colloquiums are specified in documents: Schedule of Pharmacology and Toxicology, Course syllabus, Schedule of the Academic Year which are available on the website of the Department of Pharmacology and Toxicology.
4. Classes and seminars will be carried out in a stationary mode and, in the case of unstable epidemiological situation, in a mixed or remote mode. Lectures will be delivered completely remotely.
5. The education in pharmacology is realised in form of lectures, classes and seminars. Students actively participate in classes and seminars. Each student is obliged to prepare 1 or 2 multimedia presentation in semester on the topic given by the teacher at least 1 weeks in advance.
6. Classes, seminars and lectures are held according to the Schedule of Pharmacology and Toxicology and Schedule of the Academic Year. Students are obliged to arrive punctually for classes with the student group to which they were assigned at the beginning of the academic year.
7. Attendance at lectures, classes and seminars is obligatory. All absences have to be certified. A student who is on sick leave can not participate in classes, seminars, lectures or tests until the end of the sick leave. 30% of absences from lectures are allowed, while higher absences qualify the student to pass all the materials presented by the lecturers.
8. Justification for the absence (sick leave, excuse for the year tutor, dean's leave) should be presented immediately to the person conducting the classes, seminars, colloquium or exam, no later than within 7 working days after the termination of the reason for the dismissal. Unexcused absence from classes

or seminar will be treated as a failed classes or seminar. Missed classes, seminars must be completed within 7 days from the end of the exemption period.

9. The material used in lectures, classes and seminars is consistent with the data in the Schedule of Pharmacology and Toxicology. The material covered during the lectures is included in the scope subject exam.

10. For each classes and seminars, all students must be well prepared. During each classes and seminars, knowledge of the material from the current and the previous classes/seminars is obligatory. The classes and seminars will be credited on the basis of activity of the student during classes and/or oral answer and/or written test from the previous classes/seminars.

11. Written test grading scale (further).

12. Potential improvement of the failed classes/seminars takes place orally within 7 days from the date of the conducted classes after prior arrangement with the person conducting the classes. A failed classes/seminar can only be corrected once.

13. After the end of a specific batch of material, a written test - colloquium - will be conducted, which the student is required to pass. Students who are eligible to take the colloquium on the first date have passed all classes or seminars in a given unit. Other individuals join in second term of colloquium. There will be 2 colloquiums in the semester.

14. The material for the colloquium includes a) knowledge of textbooks, seminars, classes and lectures according to the Schedule of Pharmacology and Toxicology.

15. The person responsible for conducting the colloquium is the Course Coordinator: dr n. farm. Anna Gryn-Rynko. The thematic scope applicable to a given colloquium is included in the Schedule of Pharmacology and Toxicology. The grade for the colloquium (also written tests) will be determined on the basis of the percentage of points obtained below.

Percentage of points earned (%)	Mark
59,9 and below	2,0
60-69,9	3,0
70-79,9	3,5
80-89,9	4,0
90-94,9	4,5
95-100,0	5,0

16. A student may correct each failed colloquium only once. The resit date will take place within 5-10 days from the date of the results of the first term of the Colloquium. Unexcused absence at the colloquium results in receiving an unsatisfactory grade. In the case of an excused absence (e.g. sick leave), the student must submit the sick leave to the person conducting the classes, seminars within

three working days from the date of termination of the exemption (e.g. sick leave). In exceptional random cases (e.g. a longer stay in the hospital, longer illness), the dates of passing tests may be individually agreed with the course coordinator.

17. Students who failed the colloquium twice will be able to take the re-sit test (internal commission examination carried out in the Department of Pharmacology and Toxicology. The composition of the Commission is appointed by the Head of the Department of Pharmacology and Toxicology) from the failed material, which will be held after the end of classes in a given semester.

18. The final grade for the classes and seminars is the arithmetic mean of the grades obtained from the each colloquiums during the semester, according to the table below.

Percentage of points earned (%)	Mark
59,9 and below	2,0
60-69,9	3,0
70-79,9	3,5
80-89,9	4,0
90-94,9	4,5
95-100,0	5,0

19. Colloquiums and written tests may be viewed by students in days, designated by the Course Coordinator.

#### **Academic rule of law and honesty**

1. It is forbidden to use mobile phones, other electronic devices and the Internet during classes. Mobile phones should be turned off during classes.
2. Recording of classes, seminars and lectures, taking pictures of the presentation without the consent of the lecturer is not allowed. If such a fact is found, the student will be removed from the class and reported in writing to the Dean for Student Affairs.
3. It is forbidden to connect any mass storage devices to the computer (CD / DVD, USB) without the knowledge and consent of the teacher.
4. The consequence of the student's behavior not in accordance with the regulations and safety guidelines will be the exclusion of his participation in the classes, seminars, lectures (unexcused absence at classes, seminars, colloquiums, lectures and examinations).
5. Doubts that arise during the course of the course are first resolved by the teacher, then the Course Coordinator and, if necessary, the Head of the Department of Pharmacology and Toxicology.

6. All matters not included in these regulations are the responsibility of the Head of Department of Pharmacology and Toxicology.

### **Health and safety guidelines**

1. Students may stay in training rooms in the presence of the teacher.
2. It is unacceptable to be under the influence of alcohol or psychoactive substances during classes.
3. It is forbidden to use any equipment in the studio or classroom without the express consent of the teacher.
4. It is necessary to keep order and cleanliness in the cathedral area and keep silence, smoking is forbidden. It is forbidden to eat during the classes.
5. In the cathedral it is obligatory to change shoes or use protective overlays.
6. Any incidents or accidents should be immediately reported to the person conducting the classes.