

**REGULATIONS**  
**ORTHOPEDICS WITH TRAUMATOLOGY**  
**SCHOOL OF MEDICINE**

**RULES & REGULATIONS**

**1. General rules**

1.1 Orthopedics with traumatology are conducted by the Department of Rehabilitation and Orthopedics.

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

a. The Head of the Department: Prof. Ireneusz M. Kowalski, MD, PhD

b. Classes coordinator: Roman Grzybowski, MD, PhD

c. People, who are responsible for conducting classes: Roman Grzybowski, MD, PhD, Alexander Okraska MD, Przemysław Jackowski MD, Piotr Pisowłocki 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.

**2. Lectures, seminars and classes**

2.1. Orthopedics consists of lectures, seminars and classes.

2.2. Lectures can be carried out using a multimedia presentation.

2.4. Seminars are be carried out using a multimedia presentation. The presentations will be prepared by students.

2.5. Clinical classes are conducted in groups of about 6 people. Classes are carried out in the Clinical Departments of Orthopedics, Traumatology and Spine Surgery (Regional Specialized Children's Hospital in Olsztyn – two days; Provincial Specialist Hospital in Olsztyn – three days).

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

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

- all students are obliged to change their footwear for professional, medical ones and to wear a white, clean buttoned and ironed overall lab coat and they should have an identification card, stethoscope and mask within the premises of the Hospital.

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

- 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.

- arriving at the lectures, seminary and classes on time is mandatory.

- introducing bystanders to the exercises is strictly prohibited;

- it is strictly forbidden to bring and eat meals during the classes and on the premises of the Clinic;

- students are forbidden to leave the classroom during classes without notifying the academic teacher conducting the classes and obtaining his consent;

- smoking is strictly forbidden on the premises of the Hospital and Clinic;

- in the event of noticing an uncontrolled source of fire or any threat arising in the place where the classes are conducted, the student is obliged to immediately inform the teacher conducting the exercises or another hospital employee about this fact;
- there are extinguishing agents appropriately marked in red on the premises of the Clinic;
- if it is necessary to evacuate the hospital, it is necessary to follow the instructions of the action coordinator and to follow the instructions.

#### **4. Absence in the classes, explaining the absence and making up for the absence**

4.1 Students are obliged to attend 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 without leave must be explained (e.g. sick leave, mentor leave).

4.4 The explanation of absence without leave from classes should be presented to the academic staff conducting the classes within 7 working days starting from the last day of absence. Students are also obliged to provide photocopies of the explanation letter to the office of Department of Rehabilitation and Orthopedics (e-mail: [rehab@uwm.edu.pl](mailto:rehab@uwm.edu.pl)). After this time, excuses will not be respected.

4.5 Only one explained absence is allowed for each lecture and class. It is allowed after one justified absence during the semester during exercises. If the student has more than one explained absence, the possibility of passing the subject is discussed individually with the teacher.

4.6 Every excused absence from lectures or classes should be made up for after the discussion with the lecturer/tutor and the student should abide by his/her instructions.

4.7 Unexplained absences preclude passing the Orthopedics course. If an unexplained absence occurs the procedure for passing should be followed depending on the Course Coordinator. The student is obliged to immediately meet the Orthopedics Coordinator to determine the manner for passing the course.

#### **5. Rules for passing particular forms of classes:**

##### **5.1 Lectures**

- a. Student should attend all the lectures to pass it;
- b. Lecture content will be on the exam.

##### **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

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: presence, activity. Practical classes end with credit (with grade) based on - presence, - preparation for the classes as well as involvement in the classes, - patients examination and treatment planning, proposing diagnostic tests, interpreting test results, establishing the diagnosis.

d. Classes content will be on the exam.

##### **5.3 Seminary**

a. seminars are carried out using a multimedia presentation; discussion

b. the seminar leader informs the students of the scope of material for the classes at least 2 weeks before the date of the classes. The topic of the seminar is available in the subject syllabus and on the website of the Department of Rehabilitation and Orthopedics.

c. passing the seminar is based on the attendance list and the assessment of the prepared presentation of issues related to diagnostic problems and treatment of orthopaedic and traumatic patients, as well as the assessment of the ability to present current knowledge on selected orthopaedic diseases.

## **6. Exam**

a. the condition for taking the exam is obtaining credit for the lectures and a positive grade for the seminar and exercises.

b. the examination is conducted orally or written.

c. the material for the exam covers the topics of lectures, exercises and a seminar.

d. the person responsible for conducting the exam is the course coordinator and lecturer.

e. scores and grading scale (oral exam):

The questions are divided into two groups: theoretical and practical

- theoretical questions contain information from lectures and seminars,

- practical questions include information from exercises and seminars,

- students choose one question at random from the theoretical and practical parts.

• The student's answer is assessed by a committee according to the following criteria scale:

- theoretical knowledge

- level of understanding of the issue

- the ability to analyze the problem

- ability to synthesize answers

- ability to solve problems

- ability to apply practical recommendations

• Exam grades:

- very good (5.0) - meeting 6 points of the criteria scale

- good plus (4.5) - fulfilment of 5 points of the criteria scale

- good (4.0) - meeting 4 points of the criteria scale

- sufficient plus (3.5) - fulfilment of 3 points of the criteria scale

- sufficient (3.0) - fulfilment of 2 points of the criteria scale

- unsatisfactory (2.0) - meeting 1 point or not meeting any point of the criteria scale.

f. Written exam - test, one correct answer. 70% of correct answers – pass.

g. There are three exam dates in a subject in a semester: a term I, term II

(1st correctional), 3rd term (2nd correction). If you get on the exam

in the first term of the unsatisfactory grade, the student is entitled to take two retake exams, i.e. in the second (first make-up) and third term (2nd correction).

h. The provisions of the Study Regulations and other internal regulations of the University shall apply to a student who did not pass the exam on the 1st date and re-sit dates.

7. Students have the right to be informed about the obtained grade, as well as, by agreement and with the consent of the academic teacher, proceed with the correction of the partial/final grade.

8. Students are required to observe the principles of academic rule of law and honesty.

In a situation where they are violated (e.g. cheating, entering the attendance list for another person), the tutor informs the course coordinator or the appropriate representative of the dean's authorities.

9. Issues not regulated in the rules of Orthopedics with traumatology at the Department of Rehabilitation and Orthopedics is the responsibility of the Head of the Department.

10. The lesson regulations are consistent with the UWM Study Regulations and the procedures in force at the Faculty of Medicine.

11. Health and safety regulations and compliance with personal data protection - GDPR

11.1 The student is required to read the health and safety rules at the place of the classes.

11.2. A detailed description of the health and safety rules is available in the place where all forms of activities are carried out.

11.3. The student is obliged to read and comply with the protection of personal data - 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.