

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

**REGULATIONS**  
**ELECTIVE COURSES: PAIN MEDICINE**  
**SCHOOL OF MEDICINE**

**RULES & REGULATIONS**

1. General information

1.1 The classes are conducted by the *Department of Rehabilitation and Orthopedics*.

1.2 The teachers responsible for the subject:

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

b. Classes and credit coordinator: Katarzyna Zaborowska-Sapeta, MD, PhD

c. Other academic staff teaching the subject: Jolanta Kiewisz, PhD; Department of Gynecology and Obstetrics; e-mail: jolanta.kiewisz@uwm.edu.pl

1.3 The elective course "*Pain Medicine*" is carried out in semesters IX of the fifth year of study; 20 hours of elective course classes.

1.4 The details on the course content, location, dates of specific classes can be found in the: Study Plan, Course Syllabus and Course Schedule. Study Plan, Course Syllabus and Course Schedule are posted on the Department's website and the information are displayed in the display case at Department headquarters.

1.5 Copyright forbids the recording and/or distribution of class presentations and materials.

1.6 Exceptions to individual regulations may apply in special circumstances.

2. Regulations of student's participation in the classes

2.1 Classes are held stationary in the rooms of the *Department of Rehabilitation and Orthopedics* or any other mentioned at the Study Plan.

2.2 Students must behave appropriately and wear protective clothing and footwear during classes.

3. Class attendance, excusing, and absence make-up.

3.1 Attendance for all class types (i.e., seminar classes, practical classes, final tests) is mandatory and will be verified.

3.2 All absences must be excused.

3.3 Students are strictly required to attend classes only with the group to which they are assigned by the Dean's Office.

3.4 Procedure for excusing absences from classes

The student is required to provide a certificate of illness or an excuse note to the Department's Secretary Office in the event of being absent during classes or final tests. The certificate must be provided within 3 days from the end of the sick leave.

3.5 Procedure for making up absences from classes

a. Any classes missed due to excusable reasons should be made up with another group or in accordance with the procedure established by the teacher.

b. If a student misses a final test for excusable reasons, he/she must take the final test at a date determined by the Course Coordinator.

3.6 Procedure for unexcused absences

a. Unexcused absences will not be accepted and cannot be made up and given credit for the elective course.

- b. An unexcused absence during the final test will result in a failing grade (2.0).
- c. The student will be removed from the roster of students attending the course "*Pain Medicine*" in the case of two or more unexcused absences.

#### 4. Requirements for passing the "*pain medicine*" elective course

##### 4.1 Final test

- a. The final test is organized during the last classes (20 test questions - one-choice test containing diagrams/figures; 1 point each for a correct answer, 30 minutes).
- b. To pass the final test a minimum of 60% of the points have to be obtained. The following grading scale is applied:

less than 60% - grade 2.0

60-69% - grade 3.0

70-77% - grade 3.5

78-85% - grade 4.0

86-93% - grade 4.5

94-100% - grade 5.0

- c. All Students who attended the elective course are allowed to participate in the final test.

##### 4.2 Criteria of crediting for course "*pain medicine*"

- a. A student must attend all classes and pass the final test as per the requirements stated in point 4.1 to successfully complete the "*Pain Medicine*" elective course.
- b. Students who did not pass the final test may retake it with the permission of the Course coordinator. However, those who do not pass the retake of the final test (with a grade of 2.0) are required to repeat the failed course.

#### 5. Academic integrity and honesty

- a. It is forbidden to communicate or utilize any teaching aids, communication devices and electronic gadgets equipped with a camera and/or camcorder during the final test. Failure to comply with these regulations will lead to an unsuccessful grade, and the matter could be referred to the University Disciplinary Committee.

6. Issues not covered by the presented course regulations belongs to the Class and Credit Coordinator and Head of the *Department of Rehabilitation and Orthopedics*.

7. Didactic Rules of the course are in accordance with the Study Rules and Regulations of the University of Warmia and Mazury in Olsztyn and the procedures of the Faculty of Medicine.

8. The student is obliged to get acquainted with and follow the Health and Safety Rules at the place of classes as well as resolutions of General Data Protection Regulation (GDPR).