

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

**REGULATIONS
REHABILITATION
SCHOOL OF MEDICINE
RULES & REGULATIONS**

1. General rules

1.1 Rehabilitation 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: prof. Ireneusz M. Kowalski, MD, PhD

c. People, who are responsible for conducting classes: prof. Ireneusz M. Kowalski MD, PhD
Katarzyna Zaborowska-Sapeta MD, PhD, Piotr Siwik MD, (Neurosurgery Department),
Alicja Warmowska-Dawid MD, PhD.

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. Rehabilitation consists of lectures, seminars and classes. Lectures can be carried out using a multimedia presentation.

2.2. Classes are carried out in the Department of Rehabilitation in the Regional Specialized Children's Hospital in Olsztyn on the General and Neurologic Rehabilitation for Children Ward as well as at the Clinical Department of the General and Neurological Rehabilitation Ward at the University Clinical Hospital in Olsztyn.

2.3. Classes are conducted in groups of about 6 people.

2.4. Seminars can be carried out using a multimedia presentation.

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

3.3. Taking into consideration the epidemiological concerns in the Hospital it is required not to wear jewellery or not to have 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 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). 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 on lectures or classes or seminars should be made up for after the discussion with the lecturer/tutor and student should abide by his/her instructions.

4.7 Unexplained absences preclude passing the Rehabilitation course. If the unexplained absence occurs the procedure for passing should be followed depending on the Course Coordinator. The student is obliged to immediately meet the Rehabilitation 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, written test.

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, written test (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).

d. Classes content will be on the exam.

5.3. Seminars

a. Seminars can be carried out using a multimedia presentation; 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, discussion,

d. seminars content will be on the exam.

6. Exam

I. Form and manner of obtaining credit in the course Rehabilitation:

1. A student is allowed to take the examination in Rehabilitation only after receiving positive credits from lectures, practical classes and seminars.

2. Course ends with an oral examination or written test.

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

2.2. Oral exam

For the final evaluation of Rehabilitation learning outcomes a standardised oral exam (OSCE –

Objective Structured Clinical Examination) has been introduced. The exam is held in groups of 4-5 students, in front of the commission composed of professor, assistant and/or lecturer.

The exam questions are divided into two groups - theoretical and practical:

- theoretical questions cover material from lectures and seminars,
- practical questions cover material from seminars and practical classes,
- during the exam student draws two questions: one theoretical and one practical.

The exam commission evaluates student's answers according to the following criteria:

- a) the scope of theoretical knowledge,
- b) general understanding of the issue,
- c) skills of analyzing the problem,
- d) skills of problem resolving,
- e) concision of the answer,
- f) skills of giving practical recommendations.

The final examination grading system is as follows:

- 5 (very good) – obtaining 6 points according to the criteria
- 4.5 (more than good) – obtaining 5 points according to the criteria
- 4 (good) - obtaining 4 points according to the criteria
- 3.5 (fairly good) - obtaining 3 points according to the criteria
- 3 (satisfactory) - obtaining 2 points according to the criteria
- 2 (fail) - obtaining 1 or no points according to the criteria

7. The rules for viewing individual forms of passing

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

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

8. Academic rules of law and integrity

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.

9. Issues which are not covered in the presented regulations of classes in the subject of Rehabilitation in the Rehabilitation Department remain the responsibility of the Head of the Department.

10. The course regulations are consistent with the UWM Study Regulations and the procedures of the Faculty of Medicine.

11. Work safety regulations

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

11.2 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 (Regional Specialized Children's Hospital in Olsztyn) as well as at the Clinical Department of Neurological and Systemic Rehabilitation at the University Clinical Hospital in Olsztyn they meet patients - children and their parents or caregivers, as well as adult patients - 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 the Clinic of Rehabilitation as well as at the Clinical Department of Neurological and Systemic Rehabilitation in USK 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/seminars
 - 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/seminars/classes is being held.
8. 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.