

University of Warmia and Mazury in Olsztyn

School of Medicine

REGULATIONS FOR CLASSES IN PHARMACOLOGY

for students of the School of Medicine, Year III

Collegium Medicum, University of Warmia and Mazury in Olsztyn

1. General Information

1.1 Classes are conducted by the Department of Pharmacology and Toxicology, Faculty of Medicine, UWM.

1.2 Staff responsible for the course:

- Head of the Department – Dr. Michał S. Majewski, Prof. UWM
- Course Coordinator – Dr. Piotr Jakubowski, piotr.jakubowski@uwm.edu.pl
- Responsible for specific types of classes:
 - LECTURES: Dr. Michał S. Majewski, Prof. UWM
 - SEMINARS/CLASSES: Dr. Piotr Jakubowski, Dr. Michał S. Majewski, Prof. UWM, Lek. Wet. Aleksandra Kordas

1.3 The location, time, and topics of classes and assessments are specified in the study plan, syllabus, schedule, and class topics. These documents are available on the Department of Pharmacology and Toxicology's website.

2. Types of Classes

Teaching will include:

- Lectures
- Classes
- Seminars

All of the above are mandatory (no unexcused absence allowed).

3. Student Participation Rules

3.1 Students must actively participate in classes

3.2 Each student is required to prepare 3-4 multimedia presentations per semester for seminars on topics assigned by the instructor at least 2 weeks in advance. Students should know well presented material – if not seminar will be failed and should be completed (whole seminar topic).

3.3 Classes, seminars, and lectures are held according to the schedule at the times specified in the class plan.

3.4 Students must arrive punctually for classes with their assigned student group.

3.5 Students must follow the instructor's commands.

4. Attendance, Justification and Make-up Classes/Seminars

4.1 Attendance in all classes/seminars is mandatory.

4.2 All absences must be justified.

4.3 Up to three justified absences per semester are allowed. In exceptional cases (e.g., prolonged hospital stay, long-term illness), absences justified by a single medical certificate will be treated as one absence. Other cases will be individually arranged with the course coordinator.

4.4 Justification for absence must be submitted within 7 working days after the reason for the absence ceases to exist.

4.5 Unjustified absences will be treated as uncompleted classes. Missed classes must be made up within 7 days after the end of the absence period, as arranged with the instructor.

5. Class Completion Rules

5.1 Lectures

- The material covered in lectures is included in Colloquiums and final exam topics.

5.2 Classes/Seminars

- Students must be prepared for each class and seminar including material from previous Classes/Seminars.
- Classes and seminars are assessed based on written or oral responses at the beginning of the class.
- Failed class/seminar can only be corrected once
- Final grades for practical classes and seminars are based on test scores.

5.3 Tests (Colloquium)

- Three tests will be conducted during the semester.
- Students have to credit all the classes/seminars to be admitted to the Test
- Students must score at least 60% points to pass.
- Students have two attempts to pass each test.

- Students who failed the test twice will be able to take the re-sit test (internal commission examination) carried out in the Department. Final test will be held at the end of 2nd semester.
- Failure to pass any of the tests in all specified dates means failure to pass a specific section of the material and exercises related to it, and thus failing the semester and, consequently, not allowing the pharmacology exam.

6. Exam

6.1 The “Pharmacology” course ends with a written exam covering lectures, seminars, and practical classes. The exam material includes textbook content, classes, seminars, and lectures.

6.2. Exam consists of written and oral part. Each part of the exam takes place on a different day (theoretical part - day one, oral part - day two). Written part consists of a test: 100 single-choice questions.

6.3. Students must pass both parts of the exam to pass the course. If the test part is failed the student is not allowed to take the oral part and must retake the written exam in the retake session. If the oral part is failed, the student must retake the oral exam during the retake session, provided it is the first or second session. During the oral exam, the student must answer each question with at least a passing grade to pass.

6.4 Head of the Department is responsible for conducting the exam.

6.5 Grades are assigned as follows:

- Below 60% – Fail (2)
- 60% to 69.99% – Satisfactory (3)
- 70% to 79.99% – Fairly Good (3.5)
- 80% to 89.99% – Good (4)
- 90% to 94.99% – Very Good (4.5)
- 95% to 100% – Excellent (5)

6.6 Students have three attempts to pass the final exam.

6.7. The final exam grade is the arithmetic average of the grades from the test and oral parts of the exam.

6.8. By decision of the Head of the Department, students with an average grade of ≥ 4.75 from all quizzes passed in the first session and who attended all lectures and actively participated in classes, may be eligible for an "early" exam. l) The "early" exam is conducted as an oral exam.

7. Review of Assessments

Students can review their written work (tests and exams) by arranging a time with the instructor.

8. Academic Integrity

8.1 The use of mobile phones, other devices, and the internet during classes is prohibited without the instructor's permission.

8.2 Cheating or sharing information during written work will result in immediate termination of the test, a failing grade, and reporting the incident to the Faculty authorities.

8.3 Recording lectures, taking photos, and filming are prohibited unless permitted by the instructor.

8.4 Unauthorized use of any equipment in the classroom is prohibited.

8.5 Students must maintain order and cleanliness in the Department of Pharmacology and Toxicology.

9. Health and Safety Regulations

9.1 Students may only be in the classroom in the presence of the instructor.

9.2 Being under the influence of alcohol or drugs during classes is prohibited.

9.3 Students must report any incidents or accidents to the instructor immediately.

10. Unregulated Issues

Any issues not covered by these regulations will be addressed by the Head of the Department.

11. Compliance

These regulations comply with the UWM Study Regulations and the procedures in force at the Faculty of Health Sciences.