

Teaching Regulations
of full-time and part-time studies in English:
first-cycle, second-cycle and uniform long-cycle studies
at the NCU Collegium Medicum Faculty of Medicine
applicable as of the academic year 2020/2021

I. General information pertaining to the Faculty's unit and implemented course or module

- details in the Appendix to Regulations

II. Form(s) and number of hours implemented in the course or module

- details in the Appendix to Regulations

III. General Provisions

§1

Classes are carried out on the basis of learning outcomes designed for the courses included in the module and in accordance with the topics contained in the syllabuses and the classes schedule.

§2

The course Coordinator is responsible for the proper implementation of classes in a given course in the module and for awarding a credit for the continuous assessment.

§3

The course of the education process, including the prevention of the spread of SARS-CoV-2 virus among members of the community of the Nicolaus Copernicus University, is regulated by internal legal acts established by the Rector of the Nicolaus Copernicus University and the Dean of the Faculty of Medicine.

§4

The course of the education process in the field of e-learning is determined by internal legal acts established by the Rector of NCU and the Dean of the Faculty of Medicine.

§5

Teaching process is identical for different forms of education.

§6

Participation in all forms of didactic classes is mandatory.

§7

Students are obliged to arrive to classes on time.

§8

Classes unimplemented due to rector's hours shall not be made up for but the assigned learning outcomes are subject to verification, the method of which is determined by the course Coordinator.

§9

For the practical classes, the student is required to be substantively prepared in the field of current issues provided for in the classes schedule and the syllabus. Methods of verification of learning outcomes in the field of knowledge, practical skills and social competences, as well as their details and criteria, are discussed by the course instructors during the first classes.

§10

During the first class, students learn about the organisation of classes, including the principles of consultation with the course instructor, teaching regulations, health and safety regulations, conditions for obtaining credit for the course and the conditions for conducting classes remotely. The student confirms with his/her own signature that he/she has become acquainted with the applicable health and safety regulations.

§11

Violation of health and safety regulations may result in not being admitted to or being excluded from classes.

§12

The student should show respect towards course instructors and other employees of the University as well as colleagues and patients, also through appropriate dress and decent behaviour.

§13

During all forms of verification of learning outcomes, it is forbidden to use any teaching aids or devices that enable copying examination or credit charts and remote communication with other people. A student's behaviour indicating the possession of the aids or devices referred to above, or the identification of such devices, will automatically result in an unsatisfactory grade and may result in referral to the Disciplinary Committee for Students.

IV. Form and conditions for obtaining credit for a course or courses in module

§14

Attendance is mandatory in all forms of didactic classes.

§15

Obtaining a positive credit in the scope of continuous assessment – in accordance with the system of learning outcomes verification defined in the course/courses syllabus/syllabi.

§16

Positive result of examination or final credit for a course or module.

V. Form and conditions for obtaining a final credit for a course in module

§17

The condition for admitting a student to a course / module examination or final credit is the prior completion of compulsory classes in the form of a continuous assessment (achievement of appropriate learning outcomes specified for the course or all courses in the module).

§18

The student is informed about the date of examination or final credit at least two weeks before the given date.

§19

The scope of issues required for the examination or final credit is corresponding with learning outcomes, syllabus content and recommended literature.

§20

Students taking the examination or final credit must present a document proving their identity.

§21

The examination or final credit is a theoretical and / or practical test, the rules of which are detailed in the appendix to the regulations.

§22

Results of examination or final credit are announced at the latest within 14 days from the verification of learning outcomes.

§23

Examination or final credit are conducted in a way ensuring student's anonymity.

§24

The examination or practical final credit, if defined for a course or module, are based on the criteria detailed in the appendix to the regulations.

§25

The results of the examination or practical final credit - in the form of points, along with a detailed description of the criteria and the validity of awarding points - are documented in the learning outcomes verification protocol.

§26

Each part of the examination or final credit - theoretical and practical - is scored and the final grade is determined by the number of points according to appropriately selected principles of verification of learning outcomes.

§27

The criteria for obtaining a passing grade in the examination or final credit within a course or module are regulated by the Dean's Order and detailed in the appendix to the regulations.

§28

The final exam or final credit is a summary method of verifying the learning outcomes and constitutes the final completion of the course or module.

§29

Within 3 days of the announcement of the results, the student - in the presence of an academic teacher - has the right to view his / her work, answer sheet and the protocol from the practical part of the examination or the final credit. The answer key should indicate unambiguous criteria.

§30

Upon completion of the theoretical examination or final credit, the student has the right to submit a written objection within 24 hours as to the substantive correctness of questions or typographical errors (here the course Coordinator indicates which way to deliver these reservations). The reported objections will be verified before the announcement of the results. If the objections are acknowledged, the reserved questions will be ignored, which will reduce the number of points possible to acquire.

§31

A student has the right to retake the examination or final credit even when he/she obtains a positive grade – by submitting a form to the Head of the unit and justifying it properly. When the student's application is justified, the Head of the unit may set an additional date for the final examination or final credit. Obtaining

the grade on the second attempt is binding and constitutes the final result of the verification of the learning outcomes.

§32

A student who does not pass the examination or the final credit on the first attempt or during the retake does not obtain a credit for the course or module. At the student's request, in justified cases, the Dean may decide that the examination or final credit is conducted in front of the board.

§33

Unjustified failure to arrive to the exam or final credit within the set time limit is tantamount to receiving a negative grade.

§34

At the request of a student who did not take the examination within the prescribed time limit, the Dean may, in consultation with the examiner, set an additional date, if the student proves that he/she did not take the examination or credit without his fault. In such a case, the examination or final credit is treated as being taken on the first attempt. An application for setting an additional attempt must be submitted within 7 days from the date of cessation of the cause of failure to meet the deadline.

VI. Conditions for making up for classes missed due to justified reasons or classes not credited because of other reasons

§35

It is not allowed to skip or leave classes, for unjustified reasons. Unauthorized absence from classes makes it impossible to complete the thematic block related to the learning outcomes assigned to it.

§36

Absence from classes should be excused within a period not longer than 7 days or immediately after the cause has ceased. Failure to meet a given condition will result in failure to pass the given classes and, consequently, failure to pass the course.

§37

Absence for health reasons requires a medical certificate, and in significant random cases an appropriate certificate or declaration.

§38

Excused absence from the classes is treated as failing them, which does not exempt the student from passing the material and completing the learning outcomes in the shortest possible time. The justification is made by the academic teacher conducting the given classes.

§39

Methods and forms of making up for missed classes:

in case of practical cases – the way of making up for missed classes is participation in additional classes that verify the relevant learning outcomes, especially in the field of practical skills,

in case of lectures and seminars – the way of making up for missed classes is a test that verifies the relevant learning outcomes, especially in the field of knowledge.

VII. General OHS regulations required for the teaching process in the Faculty's unit

§40

Before starting the classes, students are required to leave their outerwear in the cloakroom.

§41

It is strictly forbidden to use mobile phones, which should remain in the cloakroom in accordance with recommendations to prevent the spread of SARS-CoV-2 virus among members of the Nicolaus Copernicus University community, during all classes conducted by the Faculty's unit.

§42

Students are obliged to own and wear protective outfit and to provide themselves with minor medical equipment specified in the appendix to the regulations.

§43

During the classes, cleanliness is strictly observed. It is forbidden to eat, smoke, be under the influence of alcohol or drugs and use fire. A student who does not follow these recommendations will be removed from the class.

§44

It is forbidden to take photos and / or record the classes. It is also forbidden to use sound recording devices. Acceptable forms and scope of registration of content provided during didactic classes are determined by the academic teacher.

§45

The student bears financial liability for material damage caused by non-compliance with health and safety and fire safety regulations.

§46

Detailed OHS regulations reflecting the specificity of Faculty's unit are defined by the appendix to the regulations.

VIII. Methods of publishing information in units implementing a course or module

§47

All organisational information regarding the education process is posted on the University's website. The information can be found on the webpage and in the showcases of the unit implementing the course or courses in the module.

§48

Due to Internet safety - correspondence with students takes place via e-mail addresses created on the University's server - i.e. academic teachers use their professional addresses (@cm.umk.pl), while students use addresses containing student ID numbers (@stud.umk.pl).


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