

Appendix to Teaching Regulations

*applies to full-time and part-time Studies in English:
first-cycle, second-cycle and uniform long-cycle studies
at the Faculty of Medicine NCU CM
applicable as of academic year 2023/2024*

General information about the Faculty unit and the offered course or module:	
Name of Faculty unit / units	Department of Oncology and Brachytherapy
Head of Faculty unit / units	Professor Roman Makarewicz
Teaching coordinator at the Faculty unit / units	Professor Roman Makarewicz
Remote teaching coordinator at the Faculty unit / units	-
Persons responsible for didactics in the field covered by the course / module:	Professor Roman Makarewicz
Name of course / module:	Oncology
Unit responsible for the module (<i>applies to modules only</i>)	-
Name of course / courses:	Oncology
Field of study:	Faculty of Medicine
Mode of study:	
Year of study:	V
Office hours of academic teachers (<i>from all units related to the module</i>)	Prof. Roman Makarewicz (Mondays 14.00-15.00) PhD Marta Biedka (Tuesdays 13.30-14.30) PhD Agnieszka Koper (Tuesdays 14.30-15.30) PhD Andrzej Lebioda (Wednesdays 12.00-13.00) PhD Adrianna Makarewicz (Wednesdays 11.00-13.00) PhD Janusz Winiecki (Wednesdays 14.00-15.00) PhD Magdalena Wiśniewska (Mondays 12.00-13.00) PhD Tomasz Wiśniewski (Thursdays 13.30-14.30)
Form(s) of classes and number of teaching hours within the course or module	
Lectures	6
Seminars	12
Tutorials	24
Other	-
Rules of final examination or credit: exam	
Form and conditions for passing the final course:	
1. Condition for admitting a student to the final credit is to pass the obligatory classes in the form of a formulating assessment (achievement of the appropriate learning outcomes assigned to the subject).	
2. Term of final exam: the credit is expected at the end of the academic year	
3. Scope of problems binding for the final test is consistent with the learning outcomes and the content of the syllabus, which are carried out during the didactic classes and the recommended literature.	
4. Students who take the final test in full-time conditions must present a document confirming their identity.	
5. Final credit is a theoretical test (50 questions). Final credit is done in the form of a test covering the program content of the subject. The multiple-choice test includes 50 questions with five answers of	

which only one is correct. You can get a maximum of 50 points for the theoretical part, and the condition for passing it is to give at least 60% of correct answers (30 points).

6. The results of the final exam are announced within five days of the given verification of the learning outcomes at the latest.

7. The theoretical final credit is carried out in a way ensuring the anonymity of the student, also for the examiner.

8. Within 3 days of the announcement of the results, the Student - in the presence of an academic teacher - has the right to inspect his work and answer cards. The answer key should indicate unambiguous criteria.

9. After completing the credit, the student has the right to make a written objection within 24 hours, as to the substantive correctness of questions or printing errors (through personal information presented to the course coordinator). The reported objections will be verified before the announcement of the results. Upon accepting the submitted objection, the reserved questions will be omitted, which will lower the number of possible points.

10. Final credit is a summary method of verification of the learning outcomes and is about the final credit. In case of a negative assessment - you can proceed for improvement, which is the same method of verification of learning outcomes as in the first term.

11. The student has the right to proceed with the improvement of the final grade even when he receives a positive grade - by submitting an application to the Head of the Unit, arguing it with an appropriate explanation. The head of the unit, when he deems the Student's application justified, may set an additional final credit date, and obtaining the grade on the second date is binding and constitutes the final result of the verification of the learning outcomes.

12. A student who did not pass the final test in the first or make-up period does not get credit for the course. At the Student's request, in justified cases, the Dean may appoint a so-called commission test.

13. During the final exam, it is forbidden to use any teaching aids and devices that enable the visual registration of the examination card / test or communicating with others remotely. Student's Indicative Behavior for the possession of the aids or devices referred to above, or the identification of such devices will result in an automatic unsatisfactory grade on the final exam and may result in referring the matter to the Disciplinary Committee for Students.

14. Failure to report for the final exam within the set deadline without justification is subject to the same regulations as the provisions of the Study Regulations (chapter VIII, § 36 point 6).

15. At the request of a student who did not take the final exam in the set time limit, the Dean may, in consultation with the examiner, set an additional date, if the student proves it is probable, that his failure to pass the final exam was without his fault, which he treats itself as being submitted on the first date. An application for setting an additional deadline must be submitted within 7 days from the date of cessation of the cause of failure to meet the deadline.

16. Final examination materials, ie the answer sheet and the test copy, are the property of the Department, therefore Students may not take them away.

Criteria of final practical examination or credit

- crediting of exercises and seminars (based on attendance), written test (exam)
- confirmation of the acquisition of practical skills

Criteria for passing the final examination or obtaining credit for the course or module

The condition for obtaining a positive grade for the final pass is passing the theoretical part. The point conversions are presented in the table below and are consistent with the Dean of Faculty of Medicine No. 7

% of scores	Grade
92≤.....≤100	bdb (5)
88≤.....≤92	db+ (4+)
80≤.....≤88	db (4)
71≤.....≤80	dst+ (3+)
60≤.....≤71	dst (3)
0.....<60	ndst (2)

Detailed OHS rules applicable during classes taught at the Faculty unit

- 1) Classes are held at the Oncology Center in Bydgoszcz.
- 2) Before starting classes, students are required to leave their outer clothing in the cloakroom (main building Centre of Oncology).
- 3) During the course, the student is responsible for his personal belongings. In the event of their damage or theft, the Department of Oncology and Brachytherapy is not responsible.
- 4) During the first class, students learn about the organization of classes, didactic regulations, health and safety and fire protection rules, GDPR, hospital infections and the conditions for obtaining credit for the course.
- 5) At all classes carried out by the employees of the Department of Oncology and Brachytherapy, it is strictly forbidden to use mobile phones (applies their exclusion).
- 6) Only students of Collegium Medicum UMK equipped with clean protective clothing, i.e. a clean white protective apron, variable non-slip shoes are allowed to enter the classes. Appropriate clothing during exercise is one of the factors important in epidemiological prophylaxis. Students should also be provided with small medical equipment (e.g. stethoscope). Persons who do not have such clothes will not be allowed to participate in exercises including classes in the halls of departments / establishments. Protective clothing should be put on and taken off outside the ward / factory rooms.
- 7) In order to ensure the safety of the classes and due to the sanitary and epidemiological regulations in force, the entrance doors to the departments / facilities are closed when the exercises begin. Late students will not participate in classes.
- 8) Cleanliness must be strictly observed during classes, eating, chewing gum, smoking, using fire and being under the influence of alcohol or drugs is forbidden. A student who does not follow these recommendations will be dismissed from the classes.
- 9) During classes, it is forbidden to take photos and / or record classes without the consent of the lecturer, using cameras, mobile phones, smartphones, tablets and any other electronic equipment equipped with a camera and / or camcorder. It is also forbidden to use only sound recording devices (e.g. dictaphones). Breaking this rule is treated as a violation of the code of ethics of the future profession and is subject to liability resulting from the Study Regulations and the relevant provisions of the Criminal Law Code.
- 10) Financial liability for material damage caused by non-compliance
The student is responsible for the health and safety and fire protection regulations.
- 11) During the classes, the Student is not allowed to leave the place marked with the timetable of classes without the knowledge of the assistant. Due to the fact that part of the teaching activities takes place in special conditions (ionizing radiation), the information on possible hazards provided by the teacher of the classes (exercises) must be strictly observed. If the student leaves the classes, for example to the toilet and does not return or after a very long time - this fact should be noted on the attendance card.

12) The multimedia presentations presented during lectures and seminars are intellectual property and therefore are copyrighted. Copying, processing, and their dissemination in whole or in part without the consent of the Authors is prohibited.

Signature of the Head of the Unit

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