

MEDICAL GENETICS 2021/2022

Rules and Regulations of the Department:

I. GENERAL RULES

1. A Student is obliged to come for classes on time and can **NOT** enter the class, if the time of delay exceeds **10 minutes**.
2. **The lectures are mandatory.**
Student with more than **1 absence** will **NOT** receive a credit for lectures, **even if all the absences are justified**.
3. Students are obliged to be prepared **earlier for each class** according to the topics.
4. **Classes (from 2nd to 11th) will be ended with a short quiz.**
5. **The classes are mandatory.**
 - More than **2 absences** during the course are not allowed. **The student with more than 2 absences at classes cannot take the Final Test, and will not pass a semester, even if all the absences are justified.**
 - A medical certificate or other documents must be provided to respective Teachers. If a medical certificate or other documents are **not presented, an absence will be registered as an unjustified one.**
 - If an **absence is unjustified** a Student can **NOT** take a short quiz.
 - If an **absence is justified** (original document with medical stamp), a Student is obliged to take a short quiz **within three weeks from the date of a missed class**. If a documented absence lasts **continuously for more than two weeks**, a Student is obliged to take missed short quizzes in appropriate terms with a respective Teacher. The student loses the right to take a short quiz, if the material from missed class is **not passed within the obligatory period**.
6. **Using mobile phones, making a photos and recording during the classes are prohibited.** Students who use mobiles or other recording devices without teacher's permission receive **NEGATIVE POINTS (up to -10 POINTS / USAGE)**.
7. Students are obliged to change shoes while taking the classes at the Department.
8. Bad behaving students are forbidden to participate in classes and take the quiz. The teacher is allowed to turn student out of the classroom.

II. ABOUT CLASSES

1. The Student is obliged to **prepare one presentation during the semester**. The terms and subjects of presentations are established by the Teacher at the first class.
2. The student must prepare presentation according to **the list of topics**, available on the website **www.genetyka.umlub.pl**.
3. Student, who presents a respective presentation, receives **points** (from 0 to 10 points) and is **exempted from respective short quiz**. The rest of Students write short quiz.
4. Presentation evaluation

Presentation evaluation sheet	Total score: 10 points
Compatibility of the presentation with the obligatory topics	Up to 1 point
Engagement of the group in the topic	Up to 1 point
The presence of the illustrations and/or short animations.	Up to 2 points
The way of the presenting – speaking instead of reading from the slides.	Up to 2 points
The knowledge of the student – teacher will evaluate answers to short questions.	Up to 4 points

5. If student is absent during presentation time, he/she will write modified short quiz consists of 5 descriptive questions (2 points for each correct answer) and is obligated to write essay on a topic chosen by the teacher. A student has one week from the date of a missed class to take a modified short quiz and to write an essay.

III. THE SCORE SYSTEM

A) GENERAL OVERVIEW

1. Students are obliged to be familiar with the issues covered by the lecture held during respective week and with the material to be discussed during classes according to the topic schedule.

2. **Classes (from 2nd to 11th) will be ended with a short quiz.** Student can receive **10 points** from each short quiz. **Short quiz** consists of **8 questions** including:

- 4 multiple choice questions (**1 point** for each correct answer),
- 2 false/true questions (**1 point** for each correct answer),
- 2 open questions (**up to 2 points** for each correct answer).

3. Students have **two weeks** from the day when they took quiz to review it together with the teacher.

4. CLASSES – total score

The total score (final score) is 100 points (means 100%).

During 10 **classes** with quizzes (**2nd-11th class**) Student can receive **100 points.**

5. To pass the genetics course the mean of **60% (60 points)** from all short quizzes is required.

B) EXTRA POINTS

6. CREATIVE ACTIVITY

For an **activity** during classes (**from 1st to 11th**) Student can receive **5,5 points.** It means **0,5 for one activity (A).** During each class Student can receive one activity (A).

7. CLASSES (from 1st to 11th) – extra points

Student will receive an **additional 1,5 extra point** to the final score for two conditions:

- punctual arriving for classes and**
- having no unexplained absences.**

A Student will not receive **1,5 extra point** to the final score for having **even one delay** or an **unexplained absence.**

8. LECTURES – extra points

Student will receive an **additional 1 extra point** to the final score for two conditions:

- punctual arriving for lectures and**
- having no absences.**

A Student will not receive **1 extra point** to the final score for having **even one delay** or an **unexplained absence.**

9. EXTRA POINTS – summary

CLASSES or LECTURES	EXTRA POINTS
CLASSES (from 1 st to 11 th)	1,5 point + 5,5 points = 7 points
LECTURES	1 point
TOTAL NUMBER	8 points

C) WRITTEN QUIZ AND EXEMPTION

10. **Final score is calculated with extra points before Written quiz.**

11. WRITTEN QUIZ

A Student is obliged to take a **WRITTEN QUIZ (material from the whole semester)**, if the final score from the classes is **less than 60% (60 points), but more than or equal 40% (40 points).** The written quiz consists of **5 descriptive questions.** The maximal number

of the points possible to collect is 20 (0-4 points for each question). The sum of all the collected points gives a **final score**. **Only a Student who gains at least 60 points (or more) can take the final test.**

12. A Student who gains **at least 85% (85 points)** through the whole semester is **exempted from the Final Test**. A student with **85-90 points** is exempted with more than good (4.5) final score. A student with more than 90 points (90<) is exempted with very good (5.0) final score.

13. **If Student takes a written quiz, she/he can NOT be exempted from the Final Test even having 85 points or more.**

IV. THE FINAL SCORE AND THE FINAL TEST

1. The Students with **final score** between **69-84,5 points** receive extra point/points for Final Test, as follows:

FINAL SCORE	EXTRA POINT/POINTS FOR THE FINAL TEST
83-84,5 points	4.0 points
81-82,5 points	3.5 points
79-80,5 points	3.0 points
77-78,5 points	2.5 points
75-76,5 points	2.0 points
73-74,5 points	1.5 point
71-72,5 points	1.0 point
69-70,5 points	0.5 point

2. The Final Test consists of **29 questions**. It means:

-28 multiple choice questions including 20 questions from all classes and 8 questions from lectures (1 point for each correct answer) and

-1 written question with medical case (up to 2 points for correct answer).

3. A student can receive 30 points from the Final Test.

4. To **PASS** the Final Test, the required final score is **60% (18 points)** of correctly answered questions out of all questions. Students that fail the first Final Test exam will be given another test. **Only two retakes are possible.**