

PEDIATRICS COURSE – RULES AND REGULATIONS FOR STUDENTS OF THE ENGLISH DIVISION (STUDY YEARS 3 TO 6)

1. These rules and regulations are consistent with the Regulations of First Degree, Second Degree, and Uniform Master's Studies at the Medical University of Białystok (MUB).
2. Educational process and didactic classes (lectures, seminars, and clinical labs) are realized according to the study curriculum approved by the MUB Senate.
3. Before starting classes personal belongings i.e. bags, coats, jackets, etc. should be left in the student's cloakroom localized in the hospital.
4. Students are responsible for their personal belongings. Pediatric departments will not take responsibility for any loss or damage to personal belongings.
5. Students must adhere to the dress code during classes: they must change footwear and should be equipped with clean medical clothes (uniforms, doctor's coats, or scrubs) with short sleeves (medical attire is not provided). Medical clothes should be labeled with „The University Children's Clinical Hospital (UDSK) – Pediatrics” and, due to epidemiological reasons, should be used **only** during classes in Medical University Children's Hospital. It is forbidden to wear hand-watches, rings, and similar jewelry. Fingernails are to be cut short and without polish. The student's dress code and bedside manners shall reflect respect for patients, their families, academic teachers, and medical staff.
6. Students with any signs and symptoms of infections should not participate in classes until recovery. Any health issues that are a contraindication to participation in clinical classes must be discussed with the head of the department or other authorized teachers before starting classes.
7. Students participating in classes must adhere to sanitary guidelines as outlined in generally accepted local guidelines, those given by the Chief Sanitary Inspectorate and other approved institutions, and in the directives of the Rector of MUB.
8. Students must have a stethoscope and an appropriate identification badge clearly indicating the student's first and last name and the denomination of the faculty and the division. The stethoscope is to be disinfected immediately before disinfection of hands. Both the stethoscope and hands should be disinfected according to standard procedures before and after each patient contact.
9. Using electronic devices while training and providing patient services is not allowed.
10. Taking photographs and making recordings or movies during lectures, seminars, or clinical classes without the permission of the lecturer is strictly prohibited. Failure to comply with these principles may be penalized by law.
11. During exams, colloquia, tests, and other forms of checking knowledge, hereinafter referred to as exams, students are prohibited from using illegal forms of assistance. Prohibited forms of assistance include but are not limited to:
 - a) taking for exams mobile phones, other electronic devices, and accessories for such devices, textbooks, notes, etc.,
 - b) using mobile phones or other electronic devices during exams, and accessories for such devices, manuals, notes, etc.
 - c) cooperation and communication with other students and individuals unless allowed by a given exam form.
12. Violation by the student of the provisions listed in paragraph 11 ends this student's exam, and the Rector is notified of the above in order to initiate disciplinary proceedings, and in justified cases also to notify law enforcement authorities of suspected crime.

13. Early termination of the exam due to the reasons specified in paragraph 12 results in a negative grade without the possibility of any subsequent retake.
14. Details on unallowed assistance during the exams are presented in the Regulations of Studies and the Rector's Order.
15. Students are required to keep all confidential and personal data secure. Medical files and documents (both the hard copy and paperless/electronic format) should be devoid of any sensitive/personal data of patients.
16. Smoking cigarettes (including e-cigarettes) is strongly prohibited within the Children's Clinical Hospital (UDSK) facility.
17. For safety and epidemiological reasons, eating and drinking in the didactic rooms, inpatient units, or outpatient clinics during the classes is prohibited.
18. Students are required to comply with the safety regulations published on the websites of pediatric departments. Each student must read these regulations before starting the pediatric course, which is confirmed by his/her signature during the first classes.
19. Students should immediately report to the teacher any accidents or injuries sustained in the department during the classes.
20. Students are obliged to participate in all classes and lectures (including e-learning). Students are expected to arrive at classes on time.
21. Students must submit a sick leave or Dean's Certificate justifying any absences of classes **within 7 days of the end of the absence period**. Documents delivered after this deadline will not be accepted and the absence will be unjustified.
22. Any unjustified absence results in failure of the pediatric course.
23. Students should be prepared for classes according to the published schedule (starting from the very first day). It is mandatory to familiarize oneself with the basic material corresponding to a given topic and syllabus. Detailed plans of lectures and clinical classes are available on the departments' information boards as well as on the websites.
24. Criteria for assessing the achieved learning outcomes and the form and conditions for receiving credit:

A. YEARS 3rd to 5th

- 1) Attendance and completion of all pediatric classes, lectures, and seminars (including e-learning). Only one **justified** absence (see point 21 of the Regulations) from a seminar or clinical lab per semester is allowed, without the obligation to re-sit/retake that given class/seminar/lab. A student having more than one justified absence per semester is entitled to an individual completion of the practical classes and seminars, preferably with another group (or, if not possible, in another manner determined by the head of the department), before the end of the ongoing semester.
- 2) To pass the credit/test: The form of the credit/test will be determined by the head of a given pediatric department (oral exam, written exam, or multiple-choice test, etc.), and will be announced before the beginning of the academic year. If the pediatric course is carried out in several pediatric departments in a given year; a student must pass the credit/test in each department independently.

B. YEAR 6th

Attendance of all clinical labs and practical solving of clinical problems classes (PSCP) conducted by each of the pediatric departments (including e-learning): Only one **justified** absence (see point 21 of the Regulations) from a clinical lab per one semester is allowed, without the obligation to re-sit/retake that given class/seminar/lab. A student having more than one justified absence per semester is entitled to an individual completion of the practical classes and seminars, preferably with another group (or, if not possible, in another manner determined by the head of the department). Any absence from PSCP classes must be retaken with another group (or, if not possible, to receive a credit from the teacher/assistant leading the PSCP class/es).

Regulations and legal provisions for the Final Exam in Pediatrics.

A. Opening remarks and general arrangements

1. The Exam in Pediatrics in the 6th year consists of two sequential sections: a **test** and an **oral exam with practical elements**. Positive evaluation and passing the test are required to proceed to the oral exam.
2. The suggested reading and basic textbooks are specified in the syllabus.
3. No exam exemption is foreseen. All students must take the final exam/test.

B. The test

1. The test consists of 100 questions; each question contains 5 possible answers; only one answer is correct per question. The test questions concern the entire content of the subject and reflect all areas of pediatrics (including neonatology) discussed and trained throughout the university course and curriculum according to the syllabus for the 3rd to 6th study years. No less than 25% of the questions will be practical-based (i.e. case reports, analysis of lab test results, radiological imaging, ECG, etc.). The duration of the test will be calculated shortly before the exam based on the length of the questions.
2. Students are not allowed to communicate or use unallowed assistance during the test. The consequences of violating these rules are described in detail in paragraphs 11-14.
3. The range and the set of test questions are prepared in a way that assures objectivity. The sequence of questions and answers may be randomized between students.
4. Students must score at least 60% of correct answers to receive a positive grade. Scoring fewer points results in failing the entire exam i.e. negative grade on the first attempt.
5. The results of the test will be announced within the 3 workdays from the date of the test. A commonly accepted form of publicizing will be used, in accordance with local policy and usual procedures of personal data protection.
6. Scoring/grading of the written test are as follows:

| % of correct answers | Grade |
|-----------------------------|--------------------------------|
| <60.00 | unacceptable (fail = 2) |
| 60.00 – 67.99 | acceptable (passing grade = 3) |
| 68.00 – 74.99 | average (3.5) |
| 75.00 – 81.99 | good (4) |
| 82.00 – 89.99 | above good (4.5) |
| 90.00 – 100.00 | excellent (5) |

7. The examinees may submit their objections/disputes concerning questions and/or answers in written form, immediately after having completed the test and before leaving the auditorium/exam location. The examining board will carefully review any submitted

objections before scoring. In cases of accepted/acknowledged disputes, the relevant question/item will be nullified. Nullified questions will not be graded and will not be scored for all students. The total available marks for the exam will be appropriately corrected.

8. Students are entitled to the inspection of their exam forms (test booklet and answer sheet) after prior contact with the secretary's office of the Department of Pediatrics, Rheumatology, Immunology, and Metabolic Bone Diseases (phone 85 7450 622). The dates of inspection of the exam forms will be arranged after the announcement of the test results. Each student has only one opportunity to inspect the exam form.
9. Students who fail the test are not entitled to sit the oral exam.

C. Oral exam

1. The oral exam is scheduled in all academic units involved in pediatric teaching throughout the pediatrics course.
2. The oral exam is carried out within 3 consecutive weeks following the date of the announcement of the Test results. The exact date and number of students eligible to enter the oral exam will be announced by the head/chair of a pediatric department.
3. The assignment to the location of the oral exam (pediatric department), is randomized. The drawing is carried out by the Department of Pediatrics, Gastroenterology, Hepatology, Nutrition, Allergology, and Pulmonology in the presence of eligible student representatives within 2 workdays of the announcement of the test results.
4. The Oral exam will consist of 3 items / problem-oriented questions with special regard to the most significant practical aspects of pediatrics.
5. The final grade of the entire pediatric exam will be the arithmetic mean calculated from the final grades from the written test and oral assessment.

D. Exam retake

1. Students who fail the exam (any of the two exam components) have no more than two (2) opportunities to retake it. The first retake test, if necessary, will be organized within 4 weeks following the first test date. The second retake, if necessary, will take place within 2 weeks of the first retake exam.
2. Students who fail the oral exam will be allowed to retake the oral exam, however, only within the number of retakes specified above. The date of the retake of the oral exam will be arranged by the examiner, but no later than the end of the winter exam session (30th April).
3. Retake exams will be conducted in a manner and procedure analogous to the exam on the first attempt.

In matters otherwise not outlined by these Regulations, the provisions of the Regulations of First Degree, Second Degree, and Uniform Master's Studies at the Medical University of Białystok (MUB) apply.