

**RULES AND REGULATIONS THE DEPARTMENT OF NEONATOLOGY AND
INTENSIVE CARE UNIT UMB**

FACULTY OF MEDICINE	
ENGLISH DIVISION 4th; 6th YEAR	
SUBJECT:	PEDIATRICS

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 Bialystok (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. **Due to the epidemiological situation during all classes in the Department of Neonatology and Neonatal Care Unit students are obliged to change footwear and equipped with a clean medical clothing (scrubs: T-shirt and trousers) intended only for classes in the Department. It is forbidden to wear rings and hand watches. The nails have to be cut shortly and not polished. Long hair has to be tied up. Both the student's dress code and the bedside manners shall reflect their prestige and respect to patients, their families, academic teachers and medical staff. Students with any alarming symptoms suggesting infection should not participate in (didactic) classes. If there are any health contraindications to participate in classes, they must be reported to the head of the teaching unit (or a person designated by him) before the beginning of the classes.**
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. During the classes student should be provided with an identification badge with clearly indicated student's first and last name, and the denomination of the faculty and the division **During the practical classes, the stethoscope (provided by the Department or own paediatric or neonatal) must be disinfected effectively according to standard rules before the disinfection of the hands and immediately after use.**
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.

12. During examinations, colloquia, tests, and other forms of knowledge assessment—hereinafter referred to as "examinations"—students are prohibited from using unauthorized 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.
13. 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.
14. 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.
15. Details on unallowed assistance during the exams are presented in the Regulations of Studies and the Rector's Order.
16. 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.
17. Smoking cigarettes (including e-cigarettes) is strongly prohibited within the Children's Clinical Hospital (UDSK) and Clinical Hospital (USK) facility.
18. For safety and epidemiological reasons, eating and drinking in the didactic rooms, inpatient units, or outpatient clinics during the classes is prohibited.
19. 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.
20. Students should immediately report to the teacher any accidents or injuries sustained in the department during the classes.
21. Students are obliged to participate in all classes and lectures (including e-learning). Students are expected to arrive at classes on time.
22. 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.
23. Any unjustified absence results in failure of the pediatric course.
24. A delay of more than 15 minutes is treated as an absence.
25. 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.
26. Criteria for assessing the achieved learning outcomes and the form and conditions for receiving credit:

YEARS 2nd 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.

YEAR 6th

1. Attendance is required at all forms of classes conducted both in-person and online (exercises, seminars). One excused absence per semester (due to a medical certificate or dean's leave) is permitted for classes—specifically exercises or seminars—conducted by a given unit, without the need to make up the missed session. Any number of excused absences exceeding this limit requires the student to make up the class with another group (or in another mode determined by the head of the relevant unit or their designee).

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 examination will be conducted in all units teaching paediatrics.
2. The terms of oral exams will be agreed by the unit heads; the exam will be held no later than 3 weeks from the date of passing the test. The number of students who will participate in the oral exam in the designated days will be determined by the didactic unit head.
3. The assignment of the student to the didactic unit in which he or she will be passing the exam will be held by way of a draw organised by the Department of Paediatrics and Nephrology of the Medical University of Białystok. The draw will be held within two working days from the date of announcing the test exam results.
4. The oral exam will consist of 3 questions encompassing practical aspects of paediatrics teaching.
5. The final grade from the paediatrics exam will be the arithmetic mean of the final grade from the test and of the oral exam grade.

D. Re-take exam

1. In case of achieving a non-satisfactory grade from an exam the student is entitled to two re-take exams.
2. In case of obtaining a failing grade during the oral exam, the student shall be entitled to the re-take exam solely in case when he or she has not used the re-take term during the test exam. The term of the re-take exam will be assigned by the examiner.
3. Each re-take exam is conducted in such a form in which the basic exam was held.

In case of all matters unresolved in the hereby Regulations the provisions of the First Cycle and Second Cycle studies and Uniform Master Studies Regulations at the Medical University of Białystok shall apply.