***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 2020/2021*

|  |
| --- |
| **General information about the Faculty unit and the offered course or module:**  |
| Name of Faculty unit / units |  |
| Head of Faculty unit / units |  |
| Teaching coordinator at the Faculty unit / units |  |
| Remote teaching coordinator at the Faculty unit / units |  |
| Persons responsible for didactics in the field covered by the course / module: |  |
| Name of course / module: |  |
| Unit responsible for the module *(applies to modules only)* |  |
| Name of course / courses: |  |
|  Field of study:  |  |
| Mode of study:  |  |
| Year of study: |  |
| Office hours of academic teachers*(from all units related to the module)* |  |
| **Form(s) of classes and number of teaching hours within the course or module** |
| Lectures  |  |
| Seminars |  |
| Tutorials |  |
| Other |  |
| **Rules of final examination or credit** |
| ***Example (1)***  |
| **Criteria of final practical examination or credit** |
| ***Example (2)***  |
| **Criteria for passing the final examination or obtaining credit for the course or module** |
| ***Example (3)***  |
| **Detailed OHS rules applicable during classes taught at the Faculty unit** |
| ***Example (4)***  |

Signature of the Head of the Unit

 ……………………………………………………

***OR***

*Signatures of Heads of units offering courses within the module:*

1. *…………………………………………*
2. *………………………………………… etc.*

The below content should be removed after filling out the appendix (!)

**Example (1) for editing**

***The following should be made more detailed depending on a given course or module:***

*- oral test – with clear-cut criteria: the set of questions should be prepared beforehand, questions are drawn by the student, correct answers made available after the test upon the student’s request.*

*- written test, e.g. 100 questions (****modelled on*** *LEK examination questions) – five possible answers to each question – with 1 key and 4 distractors (without negative points for an incorrect answer)*

*- university-wide courses allow for other forms of written testing, e.g. descriptive forms – adapted to the verification of learning outcomes (if a descriptive form is used, issues that should have been described should be presented to the student upon their request)*

*- practical examination or colloquium – adapted to the verification of learning outcomes*

**Example (2) for editing**

*Recommended when such a form of validation of learning outcomes is provided for in the course or module.*

*Coordinators of courses within the module determine the percentage weighting of the practical examination or test, e.g. 30% of the final score.*

**Example (3) for editing**

The number of assignments at the final practical examination/colloquium, the number of questions at the final written or oral examination/colloquium, and the proportion (number of assignments/questions from a given course) – should be determined on the basis of the number of learning outcomes achieved in the course in relation to the student's workload (*number of ECTS credits*).

In view of the different specification of course-specific learning outcomes for common or additional programme-specific learning outcomes in the module, it is advisable to divide the final examination/colloquium into parts (depending on the number of courses in the module) and to clarify the criteria for obtaining a credit in the module.

All course coordinators in the module are equally responsible for setting the criteria for passing the module.

The organisational aspects of the implementation of the module, i.e. the organisation of meetings of course coordinators (making joint decisions on the conditions specified in the teaching regulations), and the administration of the final examination/colloquium are the responsibility of the unit supervising the module.

*Sample criteria for awarding a credit for a module*

Practical colloquium consists of two parts:

1. In the scope of medical procedures in basic patient care
2. In the scope of rehabilitation procedures in basic patient care

Written colloquium consists of two parts:

1. In the scope of medical procedures in basic patient care
2. In the scope of rehabilitation procedures in basic patient care

Each part of the colloquium is scored as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of colloquium | Part of colloquium | Maximum number of points to be obtained | Minimum number of points to be obtained for passing | Total number of points to be obtained |
| Practical | A | 16 | 12 | 22 |
| B | 6 | 4 |
| Written | A | 20 | 11 | 32 |
| B | 12 | 7 |

The condition for the student to be admitted to the written colloquium is obtaining the minimum number of points in the practical colloquium (in each part – score indicated in the table above). If the minimum number of points in the practical colloquium is not achieved, two retakes are allowed covering the whole of the colloquium or the part where the number of points required for passing was not achieved. The retake is treated as the same method of verification of learning outcomes as the first attempt.

The criterion for receiving a positive grade in the written final colloquium is obtaining the minimum number of points (in each part – score indicated in the table above). If the minimum number of points in the written colloquium is not achieved, a retake is allowed covering the whole of the colloquium or the part where the number of points required for passing was not achieved. The retake is treated as the same method of verification of learning outcomes as the first attempt.

Grades are awarded on the basis of the number of points obtained (practical and written colloquium) in accordance with the table below:

|  |  |  |
| --- | --- | --- |
| **% of points obtained** | *Number of points* | grade |
| **Criteria determined by Dean’s Order**  | *Number adjusted to the criteria*  | bdb (5) |
| **Criteria determined by Dean’s Order** | *Number adjusted to the criteria* | db+ (4+) |
| **Criteria determined by Dean’s Order** | *Number adjusted to the criteria* | db (4) |
| **Criteria determined by Dean’s Order** | *Number adjusted to the criteria* | dst+ (3+) |
| **Criteria determined by Dean’s Order** | *Number adjusted to the criteria* | dst (3) |
| **Criteria determined by Dean’s Order** | *Number adjusted to the criteria* | ndst (2) |

The above uniform criteria shall apply to all final examinations or credits, including retakes

**Example (4) for editing**

e.g. the specificity of appropriate behaviour during classes, the use of teaching equipment; the possession and use of protective clothing, minor medical equipment

*The following can be included*

*During classes, a student must not leave the place designated by the course schedule without the consent of the teaching assistant. In the event of any danger or accident during classes, the student must inform the instructor.*

*If a student leaves the classroom, e.g. to the toilet, and does not return or returns after a very long time, this fact should be noted in the attendance chart (for further procedures, i.e. the consequences of the behaviour).*