

## General information regarding classes of Family Medicine for the 4<sup>th</sup> year students

Dear Student, please read carefully!

1. Your active **participation in all classes and seminars is mandatory** and necessary to get credit.
2. **Changing your training group is not possible.** However, in case of some extraordinary circumstances we can consider this, but only when you find a student to exchange with you (1:1) and it will be consulted in advance with the Department of Family Medicine Office and confirmed by the Course Coordinator.
3. Please **help your colleagues to stay focused during the classes.** Do not distract them by eating, drinking, using electronic devices (for other purposes than those allowed by a teacher, e.g. for taking notes), or going to the toilet. You can certainly wait for the break.
4. If you cannot participate in the classes, **you are allowed to make up absences with another group.** However, it can be done **only in case of “justified absences”** and **after contacting the Family Medicine Department’s Office/Course Coordinator.**
5. **Justified (or excused) absence** is clearly defined in the Regulation of the Studies:
  - **If you are sick or you have other health problems** – you have to contact your doctor and you need a medical certificate. This document you need to provide to the Department of Family Medicine JUMC, Bochenska 4 Str or Fam Med Course Coordinator **right after you return to normal activities**
  - **If you are involved in the activities on behalf of the JUMC** (i.e. you participate in scientific conferences, sports competitions, or take part in the work of student organizations) you have to inform the School Office in advance, obtain the Dean’s permission and then inform our Department on your **planned absence.**
  - **If there is another dramatic and unexpected event** – you need to inform the School Office about the circumstances and ask for “justification” for the absence. We will be waiting to get a waiver from them, that you are allowed to make up missing class.
6. If you are allowed to make up absence, before the class starts – please inform the teacher for permission to join the class. Sometimes, when too many students come, to maintain the quality of the training for the rest of the group, they might decide to offer you another date.
7. If there are no more groups in training and you still have missing classes, you need to contact the Department’s Office and Course Coordinator to establish terms of making up.
8. Please keep in mind, that it is Part 1 of the Family Medicine course. The topics and problems we discuss this year could be a part of the final exam in the 6<sup>th</sup> year.