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| Module code                                                                                                                                                        | M_WE_SEM2 PW 1A/2A SAVOIR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Field of study                                                                                                                                                     | Veterinary medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Module name, also the name in English                                                                                                                              | Academic savoir vivre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                                                                                    | Academicki savoir vivre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Language of instruction                                                                                                                                            | Polish                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Module type                                                                                                                                                        | Optional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Level of studies                                                                                                                                                   | Uniform master's degree studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Form of study                                                                                                                                                      | Full-time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Year of study in the field of study                                                                                                                                | Year I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Semester of study in the field of study                                                                                                                            | Semester II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| ECTS credits, divided into contact/non-contact hours                                                                                                               | 1 (0.6/0.4)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Academic title/degree, name of the person responsible for the module                                                                                               | Piotr Listos dr hab vet, dr of law                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Unit teaching the module                                                                                                                                           | Department of Pathomorphology and Forensic Veterinary Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Module objective                                                                                                                                                   | The aim of the module is to familiarise students with the selected principles of savoir vivre and issues related to the principles of savoir vire in the academic environment, principles of polite conduct, polite forms of behaviour, applicable in private and professional life, not to make university life difficult but to make it more cultural. Learning about proper conduct, e.g. while greeting, introducing ourselves and others in formal and private situations, choosing the right outfit according to the situation, proper linguistic and nonverbal communication, etc. |
| The learning outcomes for the module include a description of the knowledge, skills and social competences that the student will gain after completing the module. | Knowledge:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                    | K1. The student knows the structure of the university, the rules of behaviour with regards to various representatives of the academic community and in typical university situations                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                                                    | K2. The student knows the rules of direct and indirect communication (telephone, e-mail) with the lecturers and other employees at the university                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                                                                                    | Skills:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                    | S1. The student is able to compose, in a correct way, email messages and traditional letters addressed to lecturers and administrative staff                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                    | S2. The student is able to behave in different environments and situations in a proper way                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                    | Social competences:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                                                                                    | Sc1. The student is able to create a welcoming atmosphere in professional and private environments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                    | Sc2. The student is able to control emotions (good and bad) in academic and social environments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                                                                                    | Sc3. The student knows the principles of self-presentation, is able to choose appropriate outfit depending on the type of situation at the university                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| Prerequisites and additional requirements                                    | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Module program content                                                       | <p>Basic principles of savoir vivre at the university The structure of the university and the faculty, Student government, basic documents.</p> <p>1. Precedence and titles in academic life: greetings/farewells, introductions, business cards, and representation of the institution.</p> <p>2. Correspondence: principles and ways of preparing letters with particular emphasis on netiquette in electronic communication.</p> <p>Academic dress code. Types of outfits and principles of their selection. Behaviour in typical situations of academic life: didactic classes, exams, credits, conferences and symposia, ceremonies, representation, field research.</p> |
| List of core and supplementary literature                                    | <p>1. The Statute of the University of Life Sciences in Lublin, adopted by the Senate of the University of Life Sciences in Lublin and introduced by resolution no. 44/2005-2006 on 9 June 2006</p> <p>2. The Regulations of Studies in force at the University of Life Sciences in Lublin</p> <p>Code of Ethics; regulations published by Veterinary Chamber</p>                                                                                                                                                                                                                                                                                                             |
| Planned forms/activities/teaching methods                                    | Multimedia presentation, seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Verification methods and ways of documenting the achieved learning outcomes. | <p>Detailed evaluation criteria:</p> <p>K - answering questions at the beginning of each class;</p> <p>S - individual presentation of proper ways of behaviour in hypothetical situations;</p> <p>Sc - participation in the discussion.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|--------------|--------------------------------------------------------------------------------------|---------------------------------|---------------------|
| ECTS credits | <b>CONTACT</b>                                                                       |                                 |                     |
|              |                                                                                      | <i>Hours</i>                    | <i>ECTS credits</i> |
|              | practical classes                                                                    | 15                              | 0.5                 |
|              | consultations                                                                        | 3                               | 0.05                |
|              | exam / resit exam                                                                    | 2                               | 0.05                |
|              | <b>TOTAL contact hours</b>                                                           | <b>20</b>                       | <b>0.6</b>          |
|              | <b>NON-CONTACT</b>                                                                   |                                 |                     |
|              | preparation for classes                                                              | 4                               | 0.15                |
|              | literature study                                                                     | 2                               | 0.1                 |
|              | preparation for examination                                                          | 4                               | 0.15                |
|              | <b>TOTAL non-contact hours/ ECTS credits</b>                                         | <b>10</b>                       | <b>0.4</b>          |
|              | The workload of activities that requires direct participation of an academic teacher | attendance at practical classes | 15                  |
|              | consultations                                                                        | 3                               | 0.05                |
|              | credit pass/resit exam                                                               | 2                               | 0.05                |
|              | <b>TOTAL</b>                                                                         | <b>20</b>                       | <b>0.6</b>          |

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| <p>Relation of module learning outcomes to course learning outcomes.</p> | <p>K1.K2 - A.W20 +, A.W22 +++<br/> S1. A.U12 +++<br/> S2. A.U13 +++, A.U15 +++<br/> Sc1 - K2 +++<br/> Sc2 – K3 +++<br/> Sc3 – K7 +++</p>     |
| <p>Elements and values affecting the final grade</p>                     | <p>Attending lectures and active participation in discussions. Ability to outline/characterise specific topics discussed during classes.</p> |