

Internal Study Regulations
for the full-time and part-time studies:
uniform master degree studies and 1st and 2nd cycle studies
at the Faculty of Medicine of the Collegium Medicum UMK,
binding from the academic year 2018/2019
(the Regulations are applied together with the Rules of Studies
of the Nicolaus Copernicus University /UMK/
in Toruń dated 28th April 2015).

A. General data concerning the education Unit and the taught subject:

- 1) Name of Unit: Department of Histology and Embryology
- 2) Head of education team: prof. Alina Grzanka, PhD
- 3) Person responsible for education-related matters: Magdalena Izdebska, PhD
- 4) Composition of the education team (including photo): Magdalena Izdebska, PhD
- 5) Subject name: Embryology
- 6) year of the studies: 1st year, 1st semester
- 7) Academic teachers' duty hours:

Information on academic teachers' consulting hours is hang up on showcase of Department of Histology and Embryology, doors of academic teachers' rooms, and on worldwide website of the Department.

B. Form of the classes:

- 1) Type of educational classes:
 - a) Lectures: (number of hours): 20h
- 2) Educational classes are conducted according to the Education Outcomes specified for particular subjects and according to subject matter contained in the Syllabi and Classes timetable determined by the Head of the Unit.
- 3) Lectures are conducted by academic teachers having the academic degree of Professor or Associate professor having the academic record connected with the subject; lectures may also be conducted by an academic teacher with the Ph.D. degree.
- 4) Participation in the classes is compulsory: students' presence at lectures is verified. Verification of presence is based on the content of classes contained in final test.
- 5) Students are obliged to appear for the classes punctually and to be adequately prepared with reference to the theory. Lateness for the classes exceeding 15 minutes may be understood as absence.

- 6) Classes that did not take place due to "Rector's hours" (free hours determined by the Rector's decision) are not subject to making-up, but the Education Outcomes attributed to them are compulsory at the final test.
- 7) During the first classes the Students will be familiarized with the classes' organization, with terms of duty hours of the academic teachers conducting the classes, with the Study Regulations, Health and Safety regulations and conditions for obtaining credits. Reading and understanding the Health and Safety Regulations must be confirmed by the Student's signature.
- 8) Violation of the Health and Safety Regulations may result in suspending or exclusion the Student from the classes.
- 9) During the classes and at consulting hours of the academic teachers a Student is entitled to lead a discussion concerning the subject-related matters.
- 10) A Student shows respect towards teachers and other employees of the University and towards other students, including by wearing appropriate clothing and by proper conduct.

C. Form and conditions for obtaining credits:

- 1) Presence is compulsory at all lectures.
- 2) Obtaining credits is in the agreement with the system of verification of Education Outcomes - in test in writing form depending on the specifications in syllabi.
- 3) The credit of the subject is in the form of credit with grade. The grade will be given according to the result of theoretical final test from the module

D. Form and conditions for obtaining final credit: Not applicable (module subject)

E. Conditions for making up for the classes that were abandoned due to justified reasons or classes not credited by other reasons

- 1) It is forbidden to abandon classes, also leave during the classes by unexcused reasons. Therefore, unexcused absence from educational classes prevents obtainment of credit in thematic block related to education outcomes attributed to it.
- 2) Absence from the classes must be excused within the period not longer than 7 days or immediately after the cause of absence ceased. Failure to fulfill this condition shall result in failure to obtain credit in particular classes and will lead to lack of credit in a subject.
- 3) Absence due to medical reasons requires medical certificate and in fortuitous events (such as funerals) a relevant document confirming the case.

- 4) Excused absence from lecture means that lecture cannot be credited so the student must in the shortest possible period of time credit the relevant material and accomplish the Education Outcomes.
- 5) Absence is recognized as excused by an academic teacher conducting particular classes basing on the copy of medical certificate (original document must also be presented) submitted to him/her by the student during the teacher's duty hours.
- 6) Method and form of making up for the material a Student is behind:
 - lectures - method for making up the outstanding material is taking a test verifying certain Education Outcomes, in particular concerning knowledge.

F. Recommended literature:

- 1) Leading textbooks
Moore K.L., Persaud T.V.N., Torchia M.G. The developing human. Clinically oriented embryology. ELSEVIER, 2011; 9th edition
- 2) Supplementary handbooks
Schoenwolf G., Bleyl S., Brauer P., Francis-West P. Larsen's Human Embryology. ELSEVIER, 2014; 5th edition

G. General and detailed Health and Safety Regulations required for realization of the educational process at the unit.

- 1) Before attending the classes the Students are obliged to leave outwear in the cloakroom and must turn off their mobile phones.
- 2) During the classes the Students must observe the rules concerning cleanliness, the ban on food and smoking. It is forbidden to appear under influence of alcohol or other intoxicants, or to use fire. Student breaching these rules shall be expelled from the classes.
- 3) Without consent of the Academic Teacher, Students are not allowed to take pictures and/or film the classes with cameras, phones, smart phones, tablets or any other electronic devices with fitted camera. Moreover, the sound recording is strictly forbidden.
- 4) Financial responsibility for material damages resulting from failure to comply with the H&S and Fire protection Regulations is borne by the Student.
- 5) During the classes without the assistant's knowledge a student must not leave the place indicated in the schedule of classes. A student is obliged to inform a person conducting the classes of any hazards or accidents during the classes.
- 6) A student is obliged to inform a person conducting the classes of any hazards or accidents during the classes.

- 7) If a student leaves the classes, for instance to the toilet, and does not come back for a longer time this fact will be noted down on the presence card in order to apply further procedures as consequences of such conduct

H. Method of publishing information in the Unit

1. Every information concerning organization of the education process in subject Embryology is available at the University website in the link of the Unit and in the information cabinets of the Unit.
2. Due to safety of communication in the Internet, - correspondence with the students is carried out by email addresses created on the University server - academic teachers use their University emails (@cm.umk.pl), and students use the emails containing their Students' books numbers (@stud.umk.pl).

I. Information on the Students' Scientific Circle (coordinator, type of circle, number of members, research topics, form of meetings, dates and place of meetings, current achievements)

Cell Biology and Ultrastructure Students' Scientific Circle

Coordinator: Magdalena Izdebska, PhD

Number of members: 13

Research topics: Students realize research projects aimed to study the effect of different substances on various cell lines. Members of the Circle will learn to preparation techniques for light and electron microscopy. They will also learn to analyze the basic cellular processes, s.a. apoptosis.

Form of meetings: laboratories

Results are presented on scientific conferences and in the form of publications.

Dates and places of meetings: dates are arranged on a current basis with the Coordinator

Place: Department of Histology and Embryology

Bydgoszcz.....

Signature of Head of Unit

.....
Student's Self-Government Council
of Medical Faculty

.....
Dean of Medical Faculty