**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 2019/2020**

***(the Regulations are applied together with the Rules of Studies***

***of the Nicolaus Copernicus University /UMK/***

***in Toruń dated 28th April 2015).***

1. **General data concerning the education Unit and the taught module:**
2. Name of Unit:
* Department of Histology and Embryology
* Department of Physiology
* Department of Clinical Pathology
1. Heads of education teams:
* Prof. Alina Grzanka,
* Prof. Małgorzata Tafil-Klawe
* Dariusz Grzanka, Assoc. Prof.
1. Persons responsible for education-related matters:
* Magdalena Izdebska, Assoc. Prof.
* Prof. Małgorzata Tafil-Klawe
* Łukasz Szylberg Assoc. Prof.
1. Composition of the education team (including photo):
* Magdalena Izdebska, Assoc. Prof.
* Prof. Małgorzata Tafil-Klawe, Daria Pracka, PhD
* Dariusz Grzanka, Assoc. Prof.; Łukasz Szylberg, Assoc. Prof.; Ewa Domanowska, MD, PhD; Natalia Skoczylas-Makowska, MD; Izabela Neska-Długosz, MD; Jakub Jóźwicki, MD; Marek Zdrenka, MD; Anna Kasperska, MD; Magda Zwolińska, MD
1. Module name: From Conception to Death
2. Unit responsible for managing the module: Department of Histology and Embryology
3. Name of courses:
* Embryology
* Physiology of Growth and Physiology of Ageing
* Pathomorphology – Autopsy
1. Year of studies: 1st year,
2. Academic teachers' duty hours:

Informations on academic teachers' consulting hours are hang up on showcase of Departments, and in USOS.

1. **Form of the classes:**
2. Type of educational classes:

Embryology: Lectures: 20h

Physiology of Growth and Physiology of Ageing: Seminars: 7h

Pathomorphology – Autopsy: Tutorials: 3 h

1. 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.
2. Course Coordinator is responsible for the appropriate management of teaching classes in a given course within the module and for obtaining credit in relation to formative assessment.
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, seminars and tutorials is verified. Verification of presence is based on the content of classes contained in tests or examinations.
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 examination.
7. For the tutorials and seminars students are obliged to be prepared within the scope of currently binding problems and issues provided for in the timetable of classes and in syllabi, which will be systematically verified by academic teachers. Methods of verification of the Education Outcomes as regards to knowledge, practical skills and social competence are referred to by a person conducting the classes on the first meeting with students, with consideration for detailed description of ways of verification and criteria.
8. 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.
9. Violation of the Health and Safety Regulations may result in suspending or exclusion the Student from the classes.
10. During the classes and at consulting hours of the academic teachers a Student is entitled to lead a discussion concerning the subject-related matters.
11. A Student shows respect towards teachers and other employees of the University and towards other students and patients, including by wearing appropriate clothing and by proper conduct.
12. **Form and conditions for obtaining credits in module:**
13. Presence is compulsory at all lectures, tutorials and seminars.
14. Obtaining credits is in the agreement with the system of verification of Education Outcomes depending on the specifications in syllabi of subjects included in the module.
15. **Form and conditions for obtaining final credit of module:**
16. Condition for approving a student for examination in module is previous crediting of compulsory classes expressed by summary grade (achievement of particular Education Outcomes attributed to a particular subject in module).
17. Terms of exams are announced to the students at least 2 weeks in advance.
18. Scope of problems binding for the examination is compliant with educational outcomes and subject matter of the syllabus, concerning particular classes, and with recommended literature.
19. Students taking the examination must prove their identity with an ID (or any document proving their identity).
20. Final examination is theoretical.
21. Results of the exam are announced at the latest within 5 days from the date of verification of the Education Outcomes.
22. The final theoretical exam is held in the manner that ensures Student's anonymity, also for the examiner. Decoding of Students' names takes place after announcement of the examination results, according the Students' codes, in attendance of the selected student.
23. Criteria for obtaining a positive grade for examination within a module:
* Theoretical exam takes place in the form of test covering program content of all subject within module. The test consists of 50 multiple-choice questions with 5 answers, from which only one is correct. For theoretical part of the exam it is possible to obtain maximum of 50 pts, and conditions for obtaining credit is receiving minimum of 56% correct answers.
* Percentage of questions in theoretical part of the exam is directly proportional to a number of hours for the implementation of particular subjects within “From Conception to Death” module, and respectively amounts:
1. Embryology – 20 h – 67%, i.e. 33 questions
2. Physiology of Growth and Physiology of Ageing – 7 h – 23%, i.e. 12 questions
3. Pathomorphology – Autopsy – 3 h – 10%, i.e. 5 questions
* The condition for receiving a positive evaluation from the module is obtaining at least 56% of correct answers from each subject.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Exam | Subject | Maximum number of points | Minimum number of points | Total number of points |
| Theoretical | Embriology | 33 | 18 |  50 |
| Physiology of Growth and Physiology of Ageing | 12 | 7 |
| Pathomorphology – Autopsy | 5 | 3 |

* Final result of the exam is sum of points obtained from theoretical exam.
* Percentage calculations transferring the correct answers in theoretical part and scores from the practical part onto the scale of grades are as follows:

Grades are awarded pursuant to the number of scores, according to the table below:

|  |  |  |
| --- | --- | --- |
| % of points obtained | Number of points | Grade |
| 92-100  | 46 – 50  | bdb (very good, 5) |
| 84-91 | 42 - 45 | db+ (good+, 4+) |
| 76-83 | 38 – 41  | db (good, 4) |
| 68-75 | 34 – 37 | dst+ (satisfactory+, 3+) |
| 56-67 | 28 – 33  | dst (satisfactory, 3) |
| 0-55 | 0 – 27  | ndst (fail, 2) |

The above uniform criteria should be applicable to all crediting final course tests and exams, including the retake. Examination constitutes a summative method of verification of learning outcomes and determines the final crediting for the module. Failing to obtain the minimum number of points for one part is tantamount to failing the module.

1. Within 3 days from announcement of the results a Student, in presence of an academic teacher − is allowed to view his/her work and the answers card of exam. Answer key should specify clear criteria.
2. Having completed the theoretical exam, a Student has the right within 24 hours to submit a written reservation concerning the correctness of the test questions or typographical errors (here a coordinator must specify in what way the reservations might be submitted). Submitted reservations shall be verified before announcement of the results. When the submitted reservation has been acknowledged, the questions subject to the reservation shall be omitted, which will decline the number of points available.
3. A student has the right to do a retake of an examination even if they receive a positive grade – by submitting an application with a relevant explanation to the Head of the Unit. If the Head of the Unit accepts the application as legitimate, they can assign an additional sitting of the examination provided, however, that the grade obtained for the additional retake constitutes a final and binding result (!) of the verification of learning outcomes.
4. A student who failed an examination at the first or retake sitting fails to obtain a credit for the module. Upon an application submitted by the student, in justified cases, the relevant Dean can allow the student to take a final attempt at obtaining the credit before a faculty commission.
5. At the final exam Students are forbidden to use any aids or notes or any devices enabling the visual registration of examination card or facilitating distant communication. Student's conduct suggesting possession of any aids or devices referred to above, or confirmed possession of the above, shall result in obtainment of grade "fail" for the exam/test and may result in bringing the case to the Students' disciplinary commission.
6. A student who did not take an exam in a determined time, by the approval of the Dean, who agrees it with the examiner, may have an additional date for the exam settled, provided that the student submits a relevant request and is able to prove that his/her absence during the proper term was not his/her fault. Exam taken on this additional date in such case is considered as taken on the first term. A request for setting the additional date of examination must be submitted within 7 days from the moment the cause of absence has ceased.
7. Student's failure to appear for the examination is governed by the provisions of the Rules of Studies (Chapter VIII, Part 36, sec. 6).
8. **Conditions for making up for the classes that were abandoned due to justified reasons or classes not credited by other reasons**
9. 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.
10. 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.
11. Absence due to medical reasons requires medical certificate and in fortuitous events (such as funerals) a relevant document confirming the case.
12. Excused absence from tutorial means that tutorial cannot be credited so the student must in the shortest possible period of time credit the relevant material and accomplish the Education Outcomes.
13. 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.
14. Method and form of making up for the material a Student is behind:

- tutorials - making up for the outstanding classes means obligation to participate in additional classes that verify certain Education Outcomes, in particular in practical skills.

- lectures or seminars - method for making up the outstanding material is taking a test verifying certain Education Outcomes, in particular concerning knowledge.

1. **Recommended literature:**
2. Leading textbooks
* **Embryology**
* Moore K.L., Persaud T.V.N., Torchia M.G. The developing human. Clinically oriented embryology. ELSEVIER, 2015; 10th edition
* **Physiology of Growth and Physiology of Ageing**

- Lewis J., The Physiological and Psychological Development of the Adolescent, (http://teachersinstitute.yale.edu/curriculum/units/1991/5/91.05.07.x.html),

* **Pathomorphology – Autopsy**
* Di Maio V. J., Di Maio D., Forensic pathology. 2001, 2nd edition
1. Supplementary handbooks
* **Embryology**
* Schoenwolf G., Bleyl S., Brauer P., Francis-West P. Larsen’s Human Embryology. ELSEVIER, 2014; 5th edition
* Sadler T.W., Langman’s Medical Embyology, Wolters Kluwer, 2018; 14th edition
* **Physiology of Growth and Physiology of Ageing**

- O’Donohue W.T., Woodward Tolle L. (Eds.), Behavioral Approaches to Chronic Disease in Adolescence, Springer New York, 2009.

- Blakemore S-J., Burnett S., Ronald E., Dah R.E., The Role of Puberty in the Developing Adolescent Brain, Human Brain Mapp. 2010 Jun; 31(6): 926–933, (https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3410522/),

1. **General and detailed Health and Safety Regulations required for realization of the educational process at the unit .**
2. Before attending the classes the Students are obliged to leave outwear in the cloakroom and must turn off their mobile phones.
3. Students are obliged to posses and wear protective clothing, related to the specific character of each unit.
4. 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.
5. 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.
6. Financial responsibility for material damages resulting from failure to comply with the H&S and Fire protection Regulations is borne by the Student.
7. Fill in the specific Health and Safety Regulations, characteristic for a particular Unit.
8. 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.
9. **Method of publishing information in the Units realizing the module**
10. Every information concerning organization of the education process is available at the University website in the link of the Unit and in the information cabinets of the Unit implementing the subject in module.
11. 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*).
12. **Information on the Students' Scientific Circle**

**Department of Histology and Embryology**

Cell Biology and Ultrastructure Students’ Scientific Circle

Coordinator: Magdalena Izdebska, Assoc. Prof.

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.

**Department of Clinical Pathology**

Coordinator: Łukasz Szylberg, Assoc. Prof.

Research topics:

The scope of the Clinical Pathomorphology Students’ Scientific Group covers all areas of medicine with particular emphasis on oncological material. Members of the group have the opportunity to acquire skills in writing scientific publications, raising funds for research, as well as participation in scientific conferences. Access to archived tissue and autopsy material allows to implement various ideas, as well as to correlate with patients clinical data.

In addition, SSG provides access to basic research methods such as histological and cytological examinations, as well as advanced methods such as immunohistochemical technologies, molecular biology techniques and tissue microarrays (TMA).

1. histopathological - scope: pathomorphological development of neoplastic and non-neoplastic tissue material;

2. cytological - scope: exfoliative cytodiagnostic, non-gynecologic cytology and aspirational cytodiagnostics; recovery of cytological material from BAC; cell-block technique

3. immunohistochemical technologies - scope: immunohistochemical studies of cancerous and non-neoplastic tissue material

4. Molecular biology techniques - fluorescent *in situ* hybridization (FISH), dot-blot, western-blot, PCR,

**Directions of research of the Department of Clinical Pathology:**

1. The role of the inflammation process during cancerogenesis and cancer progression.

2. Evaluation of cancer early biomarkers during cancer diagnostics.

3. The contribution of HIF-1 factor in cancerogenesis.

4. Identification of tumor progression pathways in head and neck squamous cell carcinoma.

5. Selected issues of cancer biology in laryngeal cancers and other cancers of the head and neck area.

6. The evaluation of selected proteins expression involved in interactions between cancer and its microenvironment during tumor progression (tumor host-interactions).

7. Identification of tumor progression pathways in endometrial cancers.

8. Identification of tumor progression pathways in thyroid cancer in children and adults.

9. Evaluation of the level of protein expression of immune response pathways in the tissues of multiple pregnancy afterbirths.

10. Immunohistochemical staining used during diagnosis of early myocardial infarction in autopsy material.

11. Identification of tumor progression pathways in the large intestine, on the basis of tubular adenomas and serrated adenomas - qualitative and quantitative studies of genetic and epigenetic factors.

12. Alternative progression pathways in colon cancer.

13. Expression of selected factors of the inflammatory process in cancer in the large intestine.

14. Identification and characterization of selected genes and proteins expression in chronic myeloproliferative syndromes.

15. Effect of the single dose of exogenous surfactant on pulmonary fibrosis.

Time and place of meetings: Once a week - Wednesday, 12.00-15.00.

**Web site: www:** [**http://patologia.cm.umk.pl/index.html**](http://patologia.cm.umk.pl/index.html)

Signatures of Heads of Units managing courses included in the module:

* Embryology ……………………………………………………………………………..
* Physiology of Growth and Physiology of Ageing ……………………………………...
* Pathomorphology – Autopsy …………………………………………………………...

Bydgoszcz ……………………………….

Signature of Head of Unit

 Student's Self-Government Council Dean of Medical Faculty

 of Medical Faculty

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