**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 subject:**
2. Name of Unit: Department of Histology and Embryology
3. Head of education team: prof. Alina Grzanka, PhD
4. Person responsible for education-related matters: Maciej Gagat, PhD
5. Composition of the education team (including photo):

prof. Alina Grzanka, PhD; Agnieszka Żuryń, PhD; Magdalena Izdebska, PhD; Maciej Gagat, PhD, Wioletta Zielińska, Msc.

1. Subject name: Organ Histology
2. year of the studies: 1st year, 2nd semester
3. 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.

1. **Form of the classes:**
2. Type of educational classes:
3. Lectures: 20 h
4. Tutorials: 30 h
5. 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.
6. 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.
7. Participation in the classes is compulsory: students' presence at lectures and tutorials is verified.
8. 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.
9. 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 tests, final kolokwium and examination.
10. 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.
11. 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.
12. Violation of the Health and Safety Regulations may result in suspending or exclusion the Student from the classes.
13. During the classes and at consulting hours of the academic teachers a Student is entitled to lead a discussion concerning the subject-related matters.
14. 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.
15. **Form and conditions for obtaining credits:**
16. Presence is compulsory at all lectures and tutorials.
17. Obtaining credits is in the agreement with the system of verification of Education Outcomes. Condition for obtaining credit (ungraded credit) is to get positive results from weekly tests covering material from previous tutorials, kolokwium, final kolokwium and practical recognizing of slides. Required content are in the agreement with Education Outcomes specified in syllabi.
18. Final kolokwium from Organ Histology will be held on the last tutorials and consists of two parts: practical and theoretical.
19. Condition for admission to the final kolokwium is obtaining credit from all tests.
20. Condition for obtaining credit from the final kolokwium is pass both parts: practical and theoretical.
21. Fail of practical part is equal to obtain negative result from the final kolokwium.
22. Practical part involves recognition of 15 organs or characteristic structures on histological slides and theoretical takes place in the form of test. The test consists of 50 multiple-choice questions with 5 answers, from which only one is correct.
23. Condition for obtaining credit from practical and theoretical parts is to get minimum of 56% of correct answers from each part.
24. First retake kolokwium takes places at academic teacher, whereas second at the Head of the Department or determined academic teacher.
25. At the kolokwium, Students are forbidden to use any aids or notes or any devices enabling the visual registration of the kolokwium or facilitating distant communication (e.g. mobile phones). 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 kolokwium and may result in bringing the case to the Students' disciplinary commission.
26. Final materials, as answering card and a copy of the test, are the property of Department of Histology and Embryology and it is unacceptable to be taken by Students.
27. **Form and conditions for obtaining final credit:** Not applicable (module subject)
28. **Conditions for making up for the classes that were abandoned due to justified reasons or classes not credited by other reasons**
29. 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.
30. 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.
31. Absence due to medical reasons requires medical certificate and in fortuitous events (such as funeral) a relevant document confirming the case.
32. 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.
33. 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.
34. 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 - 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:

* Mescher A. Junqueira's Basic Histology: Text and Atlas, Fifteenth Edition, McGraw-Hill Education, 2018

1. Supplementary handbooks:

* Young B., O'Dowd G., Woodford P. Wheater's Functional Histology, Sixth Edition, Elsevier, 2013
* Gartner L.P. Textbook of Histology, Fourth Edition, Elsevier, 2017

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. 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.
4. 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.
5. Financial responsibility for material damages resulting from failure to comply with the H&S and Fire protection Regulations is borne by the Student.
6. During the classes without the assistant's knowledge a student must not leave the place indicated in the schedule of classes.
7. A student is obliged to inform a person conducting the classes of any hazards or accidents during the classes.
8. 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.
9. **Method of publishing information in the Unit**
10. Every information concerning organization of the education process in subject Organ Histology is available at the University website in the link of the Unit and in the information cabinets of the Unit.
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 (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 Dean of Medical Faculty

of Medical Faculty

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_