

Teaching regulations in Department of Normal Anatomy

- A. The name of Teaching Unit: **Department of Normal Anatomy**
- B. The name of unit's head of department: **prof. dr hab. n. med. Michał Szpinda**
- C. The name of subject: **Normal Anatomy with Elements of Topographical Anatomy**

Major: **Medical Faculty in English**

First year

I. Conditions of passing the subject

The condition of passing the subject is to receive 12 positive grades in tests (6 tests each semester).

II. Conditions of passing classes

Every student should be prepared for classes according to classes' syllabus posted up on the notice board of Department of Normal Anatomy.

III. Conditions of passing tests

Two weeks before the beginning of each semester, deadlines of all the tests are announced in classes' syllabus on the notice board of Department of Normal Anatomy.

Each test consists of the two parts, practical and theoretical ones.

- 1) The condition of taking a test is to complete classes.
- 2) The condition of passing a test is to receive positive grades from both parts.
- 3) Receiving the negative grade from the practical part of each test is equivalent to failing the test.
- 4) The condition of passing the practical part (the so called pins) is to give a minimum 60% of correct answers.
- 5) The theoretical part may be either written or oral, and needs to give a minimum 60% of correct answers.
- 6) Retake 1 is conducted by the assistant running classes, while retake 2 is run with head of Department.
- 7) During a test it is forbidden to use any kinds of cheating notes, mobile phones, and the like. Breaking this ban causes failing both parts of the test.

IV. An exam in this subject

The final exam in normal anatomy, consisting of practical and theoretical parts, takes place after the 2nd semester (in June).

- 1) The condition of taking the exam is passing all the tests during classes.
- 2) Passing the practical part of this exam (50 "pins") is necessary to take the theoretical part of the exam. In order to pass the practical part of the test, it should be given a minimum 60% (30 "pins") of correct answers.
- 3) The theoretical part of the exam is a single-choice test (100 questions); the condition of passing it is to give a minimum 60% of correct answers.
- 4) The condition of passing the whole exam is to receive positive grades from both theoretical and practical parts.
- 5) Failing the practical part equals failing the whole exam.
- 6) In case of the absence on the exam, Study Regulations are applied (point VIII, 32).
- 7) During the exam it is forbidden to use any kinds of cheating notes, mobiles, and the like. Breaking this ban causes failing the whole exam.
- 8) Retake exams take place during repeat end-of-term examinations. The date of repeat exams is set by unit's head of department and it is posted up on the notice board a month before deadline.
- 9) Students, who previously passed the practical part, have to take only the theoretical part of the exam during retakes. Dates of all the exams that take place before the end-of-term examinations are set by unit's head of department.
- 10) Student may take the final exam before the end-of-term examinations, if an average grade of all tests is at least 4.5.

V. Conditions of making up for missed and excused classes or classes not completed due to other reasons

- 1) Student is obliged to take part in all classes.
- 2) The absence must be excused immediately after the reason of it disappears. It should be done during the first class that student takes part in right after the absence.
- 3) In case of the absence due to sickness, sick-leave from a doctor is necessary; if the absence is caused by bad fortune, a student's duty is to provide a written excuse from the proper Authorities.
- 4) The excused absence from classes means classes not completed.
- 5) The unexcused absence makes it impossible to complete thematic section.
- 6) It is acceptable to have one unexcused absence from only one class within thematic section.
- 7) It is possible for a student to make up for missed class, according to the rules set up by the assistant running classes.
- 8) Not making up for classes makes it impossible to take tests.

VI. Deadlines of supplying studies, reports etc. required in the Unit

Classes are run in the way that does not require preparing studies and reports.

VII. General and detailed health and safety-at-work legislation (BHP) required in the Unit

- 1) Classes take place in dissection rooms in Department of Normal Anatomy.
- 2) Only students of Collegium Medicum UMK dressed in clean protective clothes may enter dissection rooms (gowns, disposable rubber gloves, bonnet or scarf and a pair of shoes that to be worn exclusively in laboratories).
- 3) It is necessary for each student to bring for classes the following items: scalpels, anatomical tweezers, books and anatomical atlases.
- 4) Students must be particularly careful while preparing specimens in order not to cut themselves or others.
- 5) Students are obliged to behave with respect in dissection rooms.
- 6) It is forbidden to leave the dissection room during classes without assistant permission.
- 7) It is strictly forbidden to eat, smoke and use fire in dissection rooms. It is obligatory and necessary to keep this place clean.
- 8) In case of being cut or applying *formalin* into the conjunctiva, the assistant running classes must be informed immediately.
- 9) Taking photos or making films is strictly forbidden.
- 10) Students are forbidden to be in the dissection rooms of Normal Anatomy Department beyond classes and the hours of consultancy.
- 11) Outsiders are strictly forbidden.