

University of Warmia and Mazury in Olsztyn
Collegium Medicum, School of Medicine
Department of Anatomy and Histology

DIDACTIC RULES OF COURSE
“HISTOLOGY WITH EMBRYOLOGY”

For 1st year students of Medical Doctor Program,
School of Medicine, Collegium Medicum, University of Warmia and Mazury in
Olsztyn, 2024/2025 Academic Year, semester I (winter) and II (summer)

1. GENERAL INFORMATION

- 1.1** Classes are conducted by the **Department of Anatomy and Histology**.
- 1.2** Teachers responsible for the subject:
 - A.** Subject Coordinator: Janusz Godlewski MD, PhD, DSc, prof. UWM; email: janusz.godlewski@uwm.edu.pl
 - B.** Class and credit coordinator: Jacek Kieżun, PhD; email: jacek.kiezun@uwm.edu.pl
 - C.** Lecturer: Prof. Zbigniew Kmiec MD, PhD, DSc; email: zkmiec@gumed.edu.pl
 - D.** Academic staff teaching the subject: Anna Kowalczyk MD, PhD, DSc, prof. UWM; Agnieszka Śliwińska-Jewsiewicka, PhD; Bartłomiej Kraziński, PhD; Jacek Kieżun, PhD; Marlena Gudelska, PhD, Katarzyna Kisielewska, PhD.
- 1.3** The course "Histology with Embryology" is carried out in semesters I and II of the first year of studies; 16 hours of lectures and 74 hours of practical classes
- 1.4** The scope of material, places and dates for particular forms of classes and credits are specified in the following documents: Study Plan, Course Syllabus, Course Schedule and Topics.
 - A.** Topics and dates of individual classes, as well as the scope of material required for classes, colloquia and examinations, are posted on the Department's website, the Moodle platform and in the information display case in the Department headquarters.
 - B.** Presentations from classes and lectures are published successively, according to the class schedule, on the Department's website and the Moodle platform.
- 1.4** The course "Histology with Embryology" is carried out in semesters I and II of the first year of studies; 18 hours of lectures and 82 hours of practical classes.
- 1.5** Students are required to keep abreast of announcements that will be published via the MS Teams platform and on the Department's website.
- 1.6** A student is obliged to have devices and software necessary to implement e-learning to support the teaching process. A student is obliged to use an e-mail address and mail from UWM domain and join to MS Teams and Moodle platform.
- 1.7** During the classes students are obliged to follow the instructions of the academic teachers who conduct the classes.
- 1.8** Recording and/or distribution of presentations, materials from classes, lectures is prohibited by copyright.
- 1.9** In the event of exceptional circumstances individual provisions of the regulations may change.

2. REGULATIONS OF STUDENT'S PARTICIPATION IN THE CLASSES.

- 2.1** Practical classes are conducted stationary in the microscope laboratories of the Department. The teaching process is supported by tablets and remote education systems based on MS Teams platform (lectures, communication), Moodle (teaching materials, practical tasks, practical tests and colloquia) and CaseCenter (virtual digital microscopy).
- 2.2** During practical classes, the student is required to behave appropriately and to wear protective clothing in accordance with the "Microscope Laboratory Regulations".

- 2.3** The student is obliged to prepare for each class from the current exercise and previously held exercises of the recommended literature (given in the Schedule and Topics of classes and the literature list), lectures, and supplementary lectures (published .pdf files).
- 2.4** During the practical classes, students perform practical tasks, the content of which is available on the Moodle platform (file .pptx).

3. CLASS ATTENDANCE, EXCUSING AND MAKING UP ABSENCES.

- 3.1** Attendance at all forms of classes, practical classes, colloquia, exams and lectures is mandatory and will be checked.
- 3.2** **All absences must be excused.**
- 3.3** Students are required to attend classes only with the group to which they are assigned by the Dean's Office.

3.4 PROCEDURE FOR EXCUSING ABSENCES FROM CLASSES.

- A.** In the case of the student's absence from the classes, within 3 days from the end of the sick leave, the student must submit to the Department's Secretary Office a certificate of illness or other important event.
- B.** In the event of excused absence from the lecture, the student is required to pass the lecture material. The credit for the missed lecture will be in the form of written (open questions) from the material of the given lecture after the end of the lecture cycle in a given semester.

3.5 PROCEDURE FOR MAKING UP ABSENCES FROM CLASSES

- A.** Classes missed due to excused reasons should be made up with another group. If it is not possible to make up the classes, the student should take the overdue written short test and submit the overdue practical task using virtual materials provided by the teacher.
- B.** If a student misses a colloquium for excusable reasons, he/she must take the colloquium at a date designated by the Course Coordinator (in this case it can be written or oral colloquium).

3.6 PROCEDURE FOR UNEXCUSED ABSENCES

- A.** Unexcused absences are not accepted and cannot be made up and given credit.
- B.** Unexcused absences during practical classes will result in no percentage points (zero) for the class or colloquium in question.
- C.** An unexcused absence from an exam will result in a failing grade (2.0).
- D.** In the case of two or more unexcused absences (the sum of absences from lectures, classes and colloquia is included), the student may be removed from the list of students attending the course "Histology with Embryology".

4. REQUIREMENTS FOR PASSING THE COURSE "HISTOLOGY WITH CYTOPHYSIOLOGY AND EMBRYOLOGY"

4.1 SHORT TESTS and PRACTICAL TASKS

- A.** A short test on a given topic is carried out at the beginning of the classes: 8 questions (one-choice test questions, open questions, questions on the presented diagrams/figures), 8 minutes, 1 point each for a correct answer.
- B.** In the case of classes using a microscope the student shall perform a practical task. The completed task should be submitted via Moodle system within 48 hours from the end of the class. The practical task is graded on a scale from 0 to 4 (4 points for a faultless task). If the task is not submitted or is submitted after the deadline, the mark is 0 (zero) points.
- C.** From one class topic a student may obtain a maximum of 8 points for the short test and, in the case of microscopic classes, 4 points for the practical task (12 points in total).
- D.** The grades from short tests and practical tasks cannot be corrected.

4.2 THEORETICAL AND PRACTICAL COLLOQUIA

- A.** During the Course three theoretical colloquia and three practical colloquia are organized. Theoretical colloquia consist of: 28 test questions, one-choice test, 1 point each for a correct answer; 8 short answer

questions, 1 point each for a correct answer; 12 questions on the six diagrams/figures presented, 1 point each for a correct answer; 4 open questions, 3 points each for a correct answer; 80 minutes. Practical colloquia: recognition of 10 histological structures in each colloquium.

- B. All Students are allowed to participate in the theoretical colloquium.
- C. The grades from colloquia cannot be corrected.

4.3 CRITERIA OF CREDITING FOR COURSE

- A. The annual settlement for the subject is applied.
- B. To pass the classes, **three requirements must be met simultaneously**:
 - 1) a minimum of 60% of the points obtained for the classes (short tests + practical tasks) and
 - 2) a minimum of 60% of the points obtained for practical colloquia.
 - 3) a minimum of 60% of the points obtained for theoretical colloquia.
- C. The grade for the is determined on the basis of the arithmetic mean of the averages for the short tests and colloquia. The following grading scale is applied:
 - 60-69% - grade 3,0
 - 70-77% - grade 3,5
 - 78-85% - grade 4,0
 - 86-93% - grade 4,5
 - 94-100% - grade 5,0

4.4 REVISION COLLOQUIA

- A. For students who have not fulfilled the requirements of the regulations at the end of Course, a revision theoretical colloquium is organized.
- B. In the case of students who have very low grade point averages from classes and/or who have not completed practical tasks on time, the Head of Department may refuse to allow additional credit.
- C. The revision colloquium consists of a practical or theoretical part, organized in accordance with the rules described in the section on Colloquia. The pass mark is 60% of the correct answers.
- D. **After obtaining the consent of the Head of Department**, Students who do not pass the additional retake credit can take the last additional retake credit. The credit can be given in an oral form - at the discretion of the Department Head.
- E. Students who did not pass the last additional retake credit (grade 2.0) must repeat the whole failed Course – must attend lectures and classes, credit all short tests and theoretical colloquium, and perform practical tasks.

4.5 CONDITIONS FOR ADMISSION TO THE EXAMINATION

- A. The annual settlement for the subject is applied, and the condition for admission to the examination is the completion of annual course on the terms described above (points 4.3 and 4.4).
- B. Students who do not meet the requirements for admission to the examination may, after obtaining the consent of the Head of Department, take additional retake credit. The credit will be given in a written or oral form (test or open questions) - at the discretion of the Department Head. The result of this credit will determine whether these students will be admitted to an examination session in the subject.
- C. In the case of students who have unexcused absences from class and/or who have not completed practical tasks on time and/or who have very low grade point averages, the Head of Department may refuse to allow additional credit.

4.6 EXAMINATION

- A. The annual settlement for the subject is applied, and the condition for admission to the examination is the completion of annual course on the terms described above (points 4.3 and 4.4).
- B. The examination consists of a practical and theoretical part.
- C. The practical examination consists of identifying 15 histological slides (or histological structures marked on a slide) (15 minutes). To pass the practical exam, at least 60% of the slides must be identified (nine points).

- D. The theoretical examination is in written form (42 single-choice test questions, 1 point each for a correct answer; 10 short answer question, 1 point each for a correct answer and 16 questions on the 8 diagrams/figures presented, 1 point each for a correct answer; 4 open questions, 3 points each for a correct answer; 1 hour 45 min) with a total of 80 points to be obtained. At least 60% of the correct answers are required to pass the theoretical exam.
- E. **In order to pass the final examination** (to receive a positive grade), students must obtain the required minimum marks in both parts (practical and theoretical). In case of not passing one of the parts, the student takes only this part in the re-sit session.
- F. A positive final mark is determined only after passing both parts of the examination.
The grade is determined on the basis of a weighted average consisting of: **1/** % of correct answers from the theoretical examination - 80% of the weight and **2/** % of correct answers from the practical examination - 20% of weigh.
- G. The following grading scale is be used in assigning the final grade:
60-69% - grade 3.0
70-77% - grade 3.5
78-85% - grade 4.0
86-93% - grade 4.5
94-100% - grade 5.0
- H. According to the study regulations, if a student fails any part of an examination, he/she is entitled to two more re-sit dates in the re-sit examination session.
- I. A student who does not pass the final exam (grade 2.0) is required to repeat the course "Histology wi Embryology" in its entirety by attending all lectures, classes, colloquia of both semesters and the exam.
- J. **Zero exam.** Students who have an average grade from two semesters, which is at least 4.5, are admitted to the zero examination. The exam is an oral exam with 5 questions. In the event of failing this examination, the student does not receive an unsatisfactory grade and retains the right to take further attempts in accordance with other points of the regulations.

5. DEFINING THE RULES OF ACCESS TO PARTICULAR FORMS OF CREDITS.

A student who has failed a theoretical colloquium or an examination may, within 3 days of the publication of the results, check his/her answer sheet.

6. ACADEMIC INTEGRITY AND HONESTY

During short tests, colloquia, written and practical examinations it is forbidden to communicate or use any teaching aids, means of communication and electronic devices equipped with a camera and/or camcorder. In the event of a breach of these rules, a failing grade will be applied and the case may be referred to the University Disciplinary Committee.

7. Issues not covered by the presented course regulations.

Resolution of issues not covered by the regulations belongs to the Head of the Department of Human Histology and Embryology.

8. Didactic Rules of the course are in accordance with the *Study Rules and Regulations of the University of Warmia and Mazury in Olsztyn* and the procedures of the Faculty of Medicine.

9. The student is obliged to get acquainted with and follow the Health and Safety Rules at the place of classes as well as resolutions of *General Data Protection Regulation (GDPR)*.

02.01.2025