

RULES AND REGULATIONS FOR ANATOMY
for students of the Medical Faculty of the Medical College of the
University of Warmia and Mazury in Olsztyn

1. General information

- 1.1 Classes take place in the Department of Anatomy and Histology of the Medical Faculty of the Medical College of the University of Warmia and Mazury in Olsztyn
- 1.2 Employees responsible for the implementation of the subject:
- a. Professor Zenon Pidsudko PhD DSc. (Head of the department);
 - b. Marcelina Łopińska, PhD (course coordinator);
 - c. Marcelina Łopińska, PhD, Katarzyna Polak, PhD, prof Zenon Pidsudko PhD DSc, Michał Ciucias, MSc,
- 1.3 The place, time and subject of individual forms of classes and credits are specified in the following documents: study plan, syllabus, schedule and topic of classes.

2. Teaching forms:

- 2.1 Classes in the form of: dissecting classes (task-based classes), small discussion groups (task-based classes, contextual classes), peer-teaching classes (task-based classes, contextual classes) and problem-based teaching (PBT), with the selection of the leader (student) of the group.
- 2.2 Lectures

3. Rules for student participation in the classes

- 3.1 During dissecting classes, it is obligatory to wear protective suits:
- white, clean and ironed surgical gown (fastened or tied at the back)
 - white headkerchief or white surgical cap
 - footwear with covered toes and a white sole (medical shoes)
- 3.2 For dissection classes, the Student should have got the following equipment:
- anatomic atlas, book from the list of obligatory / recommended literature
 - disposable gloves
 - pointer
- 3.3 Students who:
- are not dressed in protective clothing in accordance with OHS regulations and regulations
 - do not have Medical Faculty Photo ID placed on the top left of the apron
 - have not changed shoes
 - in shorts, skirts and floor-length skirts
 - with bags, handbags or backpacks
 - with food, drinks, chewing gum
 - with electronic equipment for taking pictures or filming and other forbidden and inappropriate activities in the dissecting room.
- are not allowed to enter the dissection rooms.
- 3.4 It is forbidden to bring and use electronic devices in dissection rooms excluding the devices provided by Department of Anatomy staff

3.5 Lack of preparation for classes, failure to comply with health and safety regulations (in particular proper protective clothing and behavior) and taking photos and/or filming preparations results in removing the Student from the classes.

4. Class attendance and making up of absences

4.1 Attendance in all forms of classes is obligatory.

4.2 All absences must be justified.

4.3 A student on medical leave is not allowed to participate in classes.

4.4 Up to two justified absences from practical classes per semester are permitted. In the case of a justified absence, the student must submit an appropriate justification to the Department's office or send it to anatomia.info@uwm.edu.pl no later than 7 working days after the reason for the absence has ceased, and obtain permission to make up the missed class with an assigned exercise group.

4.5 The absence should be made up during the next available class designated by the assistant, excluding Wednesday classes. In the case of absence from a lecture, the student must immediately arrange the date for making up the missed lecture at the office of the Department of Anatomy and Histology.

4.6 If a justified absence is not made up, the student is not allowed to take the test, which automatically results in receiving zero points for the test covering the given subject matter. Unjustified absence(s) from practical classes prevent(s) the student from passing the semester.

5. Rules for passing individual forms of classes:

5.1 Lectures

- a. The condition for passing the lectures is 100% attendance. In the case of excused absences, they must be made up for.
- b. The material carried out during the lectures falls within the thematic scope of the exam and colloquia

5.2 Classes

Before each practical class, a knowledge test in electronic form (Moodle UWM) is administered, covering both the current and preceding topics as specified in the detailed schedule of classes. The student's knowledge is assessed by the electronic system. A student who fails to achieve a 100% score on the test (multiple attempts are permitted) may be denied access to work with the dissection specimen by the teaching assistant and is required to immediately supplement their theoretical knowledge during the current practical session.

The test will be available on the Moodle UWM platform 24 hours before the scheduled practical class. In addition, the student is obliged to prepare theoretically for each class, both in terms of the current and the preceding subject matter.

A prerequisite for obtaining credit for the practical classes, and thus admission to the final examination, is achieving a cumulative minimum of 65% correct answers across all colloquia.

5.3 Colloquium

- a. Each thematic cycle concludes with a colloquium (assessment).
- b. During the academic year, four practical colloquia and four theoretical colloquia are conducted.
- c. The scope of the colloquia includes: anatomy of the limbs; anatomy of the thorax, neck, and back; anatomy of the abdominal and pelvic cavities; anatomy of the head and the central nervous system.
- d. Each colloquium consists of a theoretical part with a single correct answer and a practical part.

e. In the case of a justified absence from a colloquium, the student is required to present appropriate documentation to the Department office or submit it electronically to the Department's address (anatomia.info@uwm.edu.pl) no later than 7 working days after the reason for the absence has ceased.

Based on the submitted documentation, the Head of the Department may grant permission to reschedule the missed colloquium. Upon receiving a positive decision, the student shall take the missed colloquium during the final weeks of classes preceding the examination. A student on medical leave is not permitted to participate in colloquia.

f. The colloquium consists of two parts:

- **Practical part** – the task consists in correctly identifying 20 anatomical structures and providing their names in Polish (10 names) and in English (10 names), in accordance with the official anatomical nomenclature. Each anatomical structure is graded on a scale from 0 to 1 point (maximum score: 20 points = 100%): incorrect answer – 0 points; correct answer in Polish/English – 1 point. Indicating the wrong side results in 0 points. The student has 30 seconds to identify a single anatomical structure and record the correct name in accordance with the international anatomical terminology. The name of the structure is to be entered on a specially marked answer sheet prepared for this purpose, either in traditional (paper) or electronic form.
- **Theoretical part** – the assessment is conducted in electronic form. The theoretical colloquia consist of multiple-choice tests comprising 50 single-answer questions. The allotted time for completing the test is 50 minutes. A maximum of 50 points (100%) can be earned for each theoretical colloquium, with each correct answer awarded 1 point, evaluated on a binary scale (0 points for an incorrect answer, 1 point for a correct answer).

g. During both the practical and theoretical parts of the colloquium, the use of any learning aids, means of communication, or communication devices (MOBILE PHONE, smartwatch, and other similar electronic or multimedia devices), as well as any electronic devices equipped with a camera and/or video recorder, is strictly prohibited. The Department reserves the right to verify, by means of a portable metal detector, whether a student possesses such devices despite the prohibition—before, during, or after the assessment/examination. Violation of this rule results in the student's immediate removal from the examination venue and the awarding of zero points for both parts of the colloquium. Furthermore, such conduct will be reported to the University Disciplinary Committee.

5.4. Assessment of practical classes:

A prerequisite for passing the practical classes is obtaining a cumulative minimum of 65% correct answers across all colloquia. The final grade for the classes is awarded according to the following scale:

- **Very Good** – 85% to 100%
- **Good Plus** – 80% to 85%
- **Good** – 75% to 80%
- **Satisfactory Plus** – 70% to 75%
- **Satisfactory** – 65% to 70%
- **Unsatisfactory** – below 65%

5.5. Qualifying Colloquium

- a. In the event that a student fails to achieve a cumulative minimum of 65% across all colloquia, an additional theoretical and practical colloquium may be organized, covering the subject matter of the entire academic year.
- b. In the case of students with significantly low average colloquium scores and/or unjustified absences, the Head of the Department may withhold permission for their participation in the qualifying colloquium.
- c. The qualifying colloquium is conducted in written form, analogous to the theoretical and practical colloquia.

6 Examination

6.1 All colloquia are to be passed to take the exam.

6.2 The Anatomy Examination consists of two parts:

- Theoretical part – a single-choice test comprising 100 questions. Each question has five possible answers. A maximum of 100 points (100%) may be obtained in this part; each correct answer is worth 1 point and is graded on a binary scale (0 points for an incorrect answer, 1 point for a correct answer). A minimum of 65% correct answers is required to pass the theoretical part. Successful completion of this part is a prerequisite for admission to the practical part.
- Practical part – this part involves the identification of 50 anatomical structures (maximum score: 50 points = 100%) and providing their names in Polish (25 names) and in English (25 names), in accordance with the official anatomical nomenclature. Each anatomical structure is graded on a scale from 0 to 1 point: incorrect answer – 0 points; correct answer in Polish/English – 1 point. Indicating the wrong side results in 0 points. The student has 30 seconds to identify a single anatomical structure and record the correct name in accordance with international anatomical terminology. The name must be entered on a specially marked answer sheet prepared for this purpose, in either traditional (paper) or electronic form. A minimum of 65% correct answers is required to pass the practical part.

6.3 Successful completion of both the theoretical and practical parts is required in order to pass the Anatomy course.

6.4 If a student fails one part of the examination, they are required to retake only that specific part during the resit session.

6.5 First resit examination

The rules governing the first resit examination are identical to those of the first scheduled examination.

6.6 Second resit examination

The rules governing the second resit examination are identical to those of the first scheduled examination. In exceptional cases, the Head of the Department may decide to include an additional oral component in the examination.

6.7 During the exam it is forbidden to use any teaching aids, means of communication (MOBILE PHONE) and all kinds of electronic devices equipped with a camera and/or camera, etc. The Chair reserves the right to check whether the student, despite the ban has the devices using a portable metal detector and electronic devices, including before, during and after passing / exam. Violation of this prohibition automatically results in the student leaving the place of crediting and receiving unsatisfactory grades from both parts of the test. In addition, such proceedings are directed to the University Disciplinary Board.

6.8 Grading of the examination

A prerequisite for passing the examination is achieving a minimum of 65% correct answers across all parts. The final grade for the examination is awarded according to the following scale:

- **Very Good** – 85% to 100%
- **Good Plus** – 80% to 85%
- **Good** – 75% to 80%
- **Satisfactory Plus** – 70% to 75%
- **Satisfactory** – 65% to 70%
- **Unsatisfactory** – below 65%

7 Examination before a Faculty Committee

At the student's request, submitted on the grounds of significant concerns regarding the impartiality of grading or the conduct of the examination, an examination before a Faculty Committee may be arranged (in accordance with the Appendix to Resolution No. 528 of 25 June 2019, § 21). The request must be submitted within three days of the date of the first resit examination.

During the examination, the use of any learning aids, means of communication (MOBILE PHONE, smartwatch), or any electronic devices equipped with a camera and/or video recorder is strictly prohibited. The Department reserves the right to verify, by means of a portable metal detector or electronic devices, whether a student possesses such equipment despite the prohibition—before, during, or after the assessment/examination. Violation of this rule results in the student's immediate removal from the examination venue and the awarding of failing grades in both parts of the examination. Furthermore, such conduct will be reported to the University Disciplinary Committee

8 Access to Assessment Results

Students receive the results of their coursework, assessments, and examinations electronically. Students have the right to raise concerns and/or objections regarding specific questions. Such concerns must be submitted immediately after the completion of the assessment/examination (within 5–10 minutes), and before leaving the examination room. Only concerns submitted within this timeframe will be considered.

9 Academic rules of law and integrity:

In a situation where there is a violation of the principles of academic rule of law and integrity (in particular, but not limited to: cheating, downloading or prompting during colloquia, exams and other credits, an attempt to unauthorized use of applications used in the teaching process in the Anatomy Department, a gross violation of the Regulations) The Student will removed from classes, or from the place where the test or exam is taking place, while receiving unsatisfactory grades for each part of the given credit. In addition, such proceedings are directed to the University Disciplinary Board.

10 Issues not regulated in the presented rules of classes in the subject Anatomy in the Department of Anatomy remain the responsibility of the Head of the Department, prof. Zenon Pidsudko PhD DSc.

11 The rules of classes are consistent with the Rules of Studies of UWM and the procedures in force at the Faculty of Medicine.

12 The student is required to read the health and safety rules at the place of classes and the EU directive of the GDPR

Rules for student participation in the classes

a. During dissecting classes, it is obligatory to wear protective suits (see health and safety regulations in force at the Department of Anatomy and Histology, the Medical Faculty of the University of Warmia and Mazury in Olsztyn):

- white, clean, and ironed surgical gown (fastened or tied at the back)
- white headkerchief or white surgical cap
- footwear with covered toes and a white sole (medical shoes)

b. It is forbidden to bring and use electronic devices in dissection rooms, excluding the devices provided by Department of Anatomy and Histology.

c. For dissection classes, the Student should have the following equipment:

- anatomic atlas, book from the list of obligatory / recommended literature
- disposable gloves
- pointer

d. Students who:

- are not dressed in protective clothing in accordance with OHS regulations and class regulations
- do not have an identifier
- have not changed shoes
- in shorts, skirts, and floor-length skirts
- with bags, handbags, or backpacks
- with food, drinks, and chewing gum
- with electronic equipment for taking pictures or filming, and other forbidden and inappropriate
- activities in the dissecting room are not allowed to enter the dissection rooms

e. Lack of preparation for classes, failure to comply with health and safety regulations (in particular proper protective clothing and behavior) and taking photos and/or filming preparations results in removing the Student from the classes.