

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-Boroń, 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 (preferably medical-grade), with closed toes and a white sole
- 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 (The student is required to bring one package of disposable nitrile gloves during the first week of Anatomy classes for the entire semester)
- 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

During classes and throughout all forms of assessment (entry tests, mid-term examinations, and the final exam), the possession of mobile phones or smartphones is strictly prohibited.

Failure to comply with the occupational health and safety regulations in force within the Department (particularly regarding appropriate protective clothing and professional conduct), as well as taking photographs and/or recording videos of anatomical specimens, will result in the Student being removed from the class.

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. 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 assessment test ("entry quiz") shall be administered. The quiz shall cover material related to the current topic as well as content from preceding classes, in accordance with the detailed class schedule. The test shall be conducted electronically via the Moodle UWM platform or in paper form. The assessment consists of five single-choice questions. Responses shall be verified either through the electronic system or by the teaching assistant conducting the class. The passing threshold is 60% correct answers. For each successfully passed entry quiz, the student shall receive 0.125%, which shall be added to the final arithmetic mean of the all colloquium grades.
- Students are required to prepare systematically for each class, including both the current material and content discussed previously. In the event of failure to pass the test or a determination of insufficient theoretical preparation, the instructor-guided by considerations of safety and the proper organization of the instructional process-may decide to deny the student participation in work with the anatomical specimen on that day. In such a situation, the student is required to immediately make up any deficiencies in their knowledge.
- A condition for passing the classes and thereby being admitted to the final examination is obtaining a cumulative minimum of 65% from all colloquia combined.

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 30 anatomical structures and providing their names in English, in accordance with the official anatomical nomenclature. Each anatomical structure is graded on a scale from 0 to 1 point (maximum score: 30 points = 100%): incorrect answer – 0 points; correct answer in 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 possession of any learning aids, communication or transmission devices (including MOBILE PHONES, smartwatches, headphones, and any similar electronic or multimedia equipment), as well as any electronic devices equipped with a camera and/or video-recording function, is strictly prohibited. The Department reserves the right to verify whether a Student is in possession of any such prohibited devices by means of a portable metal detector, including before, during, and after the assessment/examination. Violation of this prohibition results in the Student's immediate removal from the examination venue and the automatic award of zero points for both parts of the colloquium. Furthermore, such conduct shall be formally referred to the University Disciplinary Committee.

5.4. Assessment of practical classes:

The condition for passing the practical classes is obtaining, across all colloquia combined, a minimum of 65%, including additional points earned during classes through knowledge-checking tests (entry quizzes). The Student receives a final grade for the practical classes according to the following scheme:

- **Very Good** – 85% to 100%
- **Good Plus** – 80% to 84%
- **Good** – 75% to 79%
- **Satisfactory Plus** – 70% to 74%
- **Satisfactory** – 65% to 69%
- **Unsatisfactory** – 64% and less

5.5. Qualifying Colloquium

- a. A Student is required to take the qualifying colloquium if they have not achieved an average minimum score of 65% across all colloquia.
- b. The qualifying colloquium covers the material from the entire academic year and 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).
 - Practical part – this part involves the identification of 50 anatomical structures (maximum score: 50 points = 100%) and providing their names in English (50 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 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.

To pass the qualifying colloquium and thereby be admitted to the final examination, students must achieve a minimum overall average score of 65% across all components.

6 Examination

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

6.2 Exemption from the Examination

- a. A student is exempt from the final examination if they achieve an average score of at least 85% across all colloquia.
- b. A student shall be exempted from the final examination upon participation in the national final of the National Anatomy Knowledge Competition “Scapula Aurea”. The exemption applies to both parts of the examination, and the student shall receive a final grade of Very Good.

6.3 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 English (50 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 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.

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

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

6.6 **First resit examination**

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

6.7 **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.

6.8 **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 84%
- **Good** – 75% to 79%
- **Satisfactory Plus** – 70% to 74%
- **Satisfactory** – 65% to 69%
- **Unsatisfactory** – 64% and less

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

During examinations, the possession of any learning aids, communication or transmission devices (including MOBILE PHONES, smartwatches, headphones, and any similar electronic or multimedia equipment), as well as any electronic devices equipped with a camera and/or video-recording function, is strictly prohibited. The Department reserves the right to verify whether a Student is in possession of any such prohibited devices by means of a portable metal detector, including before, during, and after the assessment/examination. Violation of this prohibition results in the Student's immediate removal from the examination venue and the automatic award of zero points for both parts of the colloquium. Furthermore, such conduct shall be formally referred 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

Students must be aware that they work with human cadavers and human remains in the dissection rooms, and that these must be treated with due solemnity and respect.

- a.** Access to the dissection rooms is permitted only to UWM students who possess an identification card with a photograph and personal details (first name, surname, and field of study) and who wear appropriate protective clothing: a clean, white, ironed surgical gown (fastened or tied at the back); a white headscarf or cap, with hair tied back; and dedicated indoor footwear (shoes must have closed toes and white soles). Protective clothing must be put on and removed outside the dissection room. Each student is required to bring their own disposable protective gloves – one box per semester.
- b.** Students are prohibited from entering or remaining in the dissection rooms outside the designated hours of practical classes and consultations.
- c.** Bringing unauthorized persons into the dissection rooms is strictly prohibited.
- d.** Taking photographs and/or recording videos in the dissection rooms using cameras, mobile phones, smartphones, tablets, or any other electronic devices equipped with a camera and/or video recorder is strictly prohibited.
- e.** Strict compliance with cleanliness requirements and occupational health and safety regulations is mandatory in all rooms of the Department of Anatomy and Histology.
- f.** Before entering the practical teaching rooms, students must leave their outerwear, bags, folders, and backpacks in the cloakroom.
- g.** Students must bring textbooks, anatomical atlases, and materials for taking notes or making drawings to practical classes.
- h.** Bringing food, beverages, or chewing gum into the dissection rooms is strictly prohibited. Consequently, eating, drinking any beverages, and chewing gum are also prohibited in these rooms.
- i.** Before examining anatomical specimens, students must remove all hand jewellery and put on disposable protective gloves.
- j.** Students are prohibited from leaving the dissection room during classes without informing the instructor conducting the session and obtaining their permission.
- k.** Students are prohibited from moving around the Department while wearing gloves. Touching door handles or other equipment with gloves used during the examination of anatomical specimens is strictly prohibited.
- l.** Any cuts or other injuries, as well as any contact of formalin with the conjunctiva, must be reported to the instructor immediately.
- m.** After completing the examination of anatomical specimens, students must remove their gloves and wash their hands.
- n.** Students must exercise the utmost care when handling anatomical specimens to prevent any damage.
- o.** Upon completion of practical classes and/or the use of anatomical specimens, students are required to secure the specimens against damage in accordance with the instructor's instructions.
- p.** Smoking tobacco products and using electronic cigarettes are strictly prohibited throughout the University Clinical Hospital premises, particularly within the Department of Anatomy and Histology and the entire building.