

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 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. Lectures: Jerzy Gielecki MD PhD DSc. (head of the department);
 - b. Marcelina Łopińska, PhD (course coordinator);
 - c. Classes: Marcelina Łopińska, PhD, Katarzyna Polak-Boroń, PhD, Michał Ciucias, MSc, Agnieszka Żurada-Zielińska MD, Jerzy Gielecki MD PhD DSc
- 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:

- a. 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.
- b. Lectures

3. Rules for student participation in the classes

- a. During dissecting classes, it is obligatory to wear protective suits:
 - white, clean and ironed surgical gown (fastened or tied at the back)
 - white headkerchief (Ladies) / white surgical cap (Gentlemen)
 - white footwear with covered toes and a white sole
- b. For dissection classes, the Student should have got the following equipment:
 - anatomic atlas, book from the list of obligatory / recommended literature
 - disposable gloves (several sets for one section class)
 - laser or paper pointer
- c. 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.
- d. It is forbidden to bring and use electronic devices in dissection rooms excluding the devices provided by Department of Anatomy staff
- 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.

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 Excused absence from two classes per semester is allowed. In the event of a greater number of absences, the decision about further attending the classes is made by the Head of the Department.

4.4 In the event of a justified absence, the Student should:

- present an appropriate justification to the Department's secretariat no later than within 7 working days from the date of absence from classes and obtain consent from the assistant to make up for the absence with the designated class group,
- obtain written confirmation of doing the class.

4.5 The absence should be made up for the next upcoming classes designated by the assistant, excluding Wednesday (FSC) classes. In the case of absence from the lecture, the Student should immediately set a date for making up the absence at the lecture in the secretary office of the Department of Anatomy.

4.6 In the case of an excused absence, the Student is not allowed to write the test, which automatically means that the Student receives an unsatisfactory grade from the first test date. Unexcused absence (s) in class (es) makes it impossible to pass 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

- a. Each class includes an electronic or traditional entrance test from the current and preceding class
 - knowledge of the material is assessed by the electronic system and / or assistant during each class on the basis of the solved selection test and completing the message according to the following point scale from 0 points to 10 points (pass from 7 points and more) and / or according to a rating scale from 2.0 to 5.0 (2.0 = unsuccessful, 3, 4, 5 = passed)
 - a student who has not passed the entrance test is not allowed to work with the sectional preparation, but is obliged to immediately complete the theoretical knowledge in current classes,
 - if 50% or more positive grades are obtained in a given thematic cycle, the Student is admitted to the colloquium,
 - in the case of obtaining less than 50% of positive grades in a given thematic cycle, the Student is not admitted to the first term of the test obtaining an unsatisfactory grade from the first date of the test.
- b. Information on the scope of material in force in a given class must be made available not later than one week before the date of the classes,
- c. The condition of passing the classes and thus obtaining admission to the exam is obtaining positive results from all tests in a given semester.

5.3 Colloquium

- a. Each of the thematic cycles ends with a test (credit) consisting of a theoretical and practical part.
- b. Students who are: a) were present at all classes in this thematic cycle and in the case of absence made up for justified absences, b) obtained positive marks from over 50% of classes in a given thematic cycle – are admitted to the first date of colloquium.
- c. Students who: a) received an unsatisfactory grade on the first date of the colloquium are admitted to the second date of the colloquium, b) were not admitted to the first date because of unsatisfactory grades, c) were not admitted to the first date because of unauthorized absences, after making up overdue classes – are admitted to the second date of colloquium.

- d. Students who: a) received an unsatisfactory grade in the second test date, b) made up all the missed classes – are admitted to the third date of colloquium.
- e. In the event of an excused absence at the colloquium (a relevant certificate must be presented to the secretariat within no more than 7 calendar days), the Head of the Department, based on the documentation provided, may agree to restore the abandoned colloquium.
- f. The colloquium consists of two parts:
 - **practical part** (in-person) - includes 20 anatomical points (so-called spotters), each of which is assessed on a scale of 0 to 2 points: incorrect answer - 0 points, correct answer in English - 2 point. For pointing out the wrong side - 0 points. For the lack of indication of the side with simultaneous correct identification of the structure - 1 point.
The condition for passing the practical part is to obtain a minimum of 70% of correct answers (28 out of 40 points possible to obtain). The student has 30 seconds to recognize a single anatomical structure and enter the correct name according to international anatomical terminology. The name of the structure is entered on the appropriately marked and prepared for this purpose answer card in the form of a traditional or electronic sheet.
 - **theoretical part** - true / false test or single and / or multiple choice tests include 20 questions, each question has 4 or 5 possible distractors / extractors. The condition of passing the test part is obtaining a minimum of 70% correct answers.
- g. The condition of passing the colloquium is to obtain a positive result (minimum 70% of correct answers) from both parts (practical and theoretical).
- h. During the practical and theoretical part of the colloquium, it is forbidden to use any scientific aids, means of communication: MOBILE PHONE and other similar electronic, multimedia devices and all kinds of electronic devices equipped with a camera and / or camera, etc. The Chair reserves the ability to check whether the student despite the ban has the above devices using a portable metal detector, including before, during and after passing the exam. Violation of this prohibition automatically results in the student leaving the place of passing and receiving unsatisfactory grades from both parts of the test. In addition, such proceedings are directed to the University Disciplinary Board.

5.4 Scoring system

- 5.0 - all theoretical and practical tests passed on the first term;
- 4.5 - one theoretical test first retake OR/AND one practical test first retake allowed;
- 4.0 - more than one theoretical or practical test retake allowed;
- 3.5 - one theoretical test second retake OR/AND one practical test second retake allowed;
- 3.0 - more than one theoretical or practical test second retake allowed;
- 2.0 - at least one theoretical or one practical test unsatisfactory grade

6. Examination

1. All colloquia are to be passed to take the exam.
2. Anatomy exam consists of three parts:
 - a. The practical part of the exam - includes 50 anatomical points (so-called pins) assessed each on a scale of 0 to 2 points: (incorrect answer - 0 points, correct answer in English - 2 points. For pointing out the wrong side - 0 points. For the lack of indication of the side with simultaneous correct identification of the structure - 1 point.) . The condition for passing the practical part is to obtain a minimum of 70% of correct answers - 70 out of 100 points that can be obtained.
Completing the practical part allows you to take the test part of the exam.
 - b. Theoretical part - true / false test or single and / or multiple choice tests covering 100 questions, each question has 5 possible answers. The condition of passing the test part is obtaining a minimum of 70% of correct answers - 350 out of 500 points maximum possible to get. Passing the test part of the exam allows you to take the oral part of the exam.

- c. The oral part of the exam takes place in the form of a conversation (viva voce) with the Head of the Department.
3. The anatomy exam - 1st retake consists of two parts:
 - a. The practical part of the exam - the same rules as on the first exam date. Passing the practical part allows you to take the oral part of the exam.
 - b. The theoretical part in oral form. The oral part of the exam takes place in the form of a conversation (viva voce) with the Head of the Department.
4. The anatomy exam – 2nd retake consists of two parts:
 - a. The practical part of the exam - the same rules as on the first exam date. Passing the practical part allows you to take the oral part of the exam.
 - b. The theoretical part in oral form. The oral part of the exam takes place in the form of a conversation (viva voce) with the Head of the Department.
5. At the student's request, submitted within 3 days of the date of the 1st retake examination, in which student raises significant reservations as to the impartiality of the assessment or the course of the examination, the 2nd retake examination shall be conducted as a commission retake examination.
6. 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 aforementioned 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.

7. Insight into individual forms of credit

- a. Student receives the results of his work, credits and exams electronically. The student has the option of:
- b. Raising doubts and / or comments regarding questions, which comments should be submitted immediately after the completion of the exam (within 5-10 minutes), even before leaving the examination room or Teams meeting and only such comments will be considered.
- c. Reporting via e-mail or during consultation hours to the assistant / lecturer conducting the classes only reasonable doubts and / or comments regarding the answer key and their results from the practical part of the colloquium / exam within 48 hours of receiving the results.

8. Academic rule 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.

9. 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. dr hab. n. med. Jerzy Gielecki

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

11. The student is required to read the health and safety rules at the place of classes and the EU directive of the GDP.

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 Anatomy Department of 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 (Ladies) / white surgical cap (Gentlemen)
- footwear with covered toes and a white sole

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

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

- anatomic atlas, book from the list of obligatory / recommended literature
- disposable gloves (several sets for one section class)
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d. Students who:

- are not dressed in protective clothing in accordance with OHS regulations and 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, 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