

Regulations on the classes organisation and the conditions of final examination in the 2023/24 academic year

1. Anatomy classes include lectures and tutorials (dissection lab classes).
2. Anatomy classes conclude with the pass without grade in winter semester and with the grade in practical classes and lectures as well as final examination at the end of the summer semester. The final exam result equals the final anatomy grade.
3. Lectures are held for all students. Tutorials are held in groups according to the schedule available at the notice board and on the website.
4. Attending both forms of classes (lectures and dissection lab classes) is mandatory and verified. More than two unexcused absences in one semester will result in failing the course.
5. Students are supposed to be on time. Students being late more than 15 min will be refused to attend the class.
6. At the first tutorial students are informed on the classes organisation, the Department regulations, Dissection lab regulations, OHS principles and the conditions to get credit.
7. In the Anatomy Department following the hygiene and OHS regulations is mandatory.
8. Students spending time in the dissection room must follow the Rules of the Dissection Lab. During the COVID pandemic face masks are mandatory when required by the local regulations. Students who do not follow that rule will be expelled from the lab.
9. Students attending tutorials are supposed to have knowledge acquired prior to the classes according to the schedule presented at the beginning of each semester. During tutorials, the teacher conducting the classes may check the student's level of preparation for classes on issues related to theoretical material applicable in a given thematic cycle, in both written and oral form.
10. There are three tutorial cycles in each semester. The first semester includes upper extremity, lower extremity, and thorax and back. The second semester includes abdomen and pelvis, head and neck, and central nervous system.
11. A detailed schedule for each cycle will be provided separately.
12. For each thematic cycle, i.e.: upper extremity, lower extremity, thorax and back, abdomen and pelvis, head and neck and central nervous system (CNS), there is a list of basic anatomical structures that the student must know and recognize in order to pass the practical test. The anatomical names of these structures are consistent with the Polish-English-Latin Anatomical Nomenclature by Jan Henryk Spodnik, 2nd edition, Edra Urban&Partner Publishing House, 2022. At the end of each thematic cycle, before passing it, the student confirms with their own signature that the above-mentioned anatomical structures were presented to the student by the teacher during practical classes (dissection lab classes).
13. At the end of each tutorial cycle the test concerning the whole cycle is conducted. Tests concluding the tutorial cycle are conducted according to the following rules:

Department of Anatomy, Institute of Medical Sciences
Collegium Medicum, Jan Kochanowski University

A. a written test including 30 questions with five answer options (A-E), one of which is the correct answer, this test is carried out within lecture time for the entire year group. Each correct answer = 1 point, incorrect answer = 0 points; time for one question is 1 minute. A maximum of 30 points can be obtained by a student.

B. practical part (so-called "pins") carried out during practical classes in the dissection lab for the entire year group, consisting of 20 anatomical structures to recognize. Answers are provided in writing in a structured form (to be given during the first class); max score = 20 pts according to the following criteria:

- 1 min for each station with two pins
- correct name: 1 point
- incorrect name: no point
- correct name, incorrect side: 0.5 point
- providing side for the structure existing unilaterally or if there is only one: no point
- no side for the structure existing bilaterally: no point

14. A necessary condition for obtaining a pass without grade in the first (winter) semester is attendance at classes and participation in all tests.
15. In the second (summer) semester, the results of the written part (tests) from six (6) thematic cycles constitute the basis for passing the lectures. The results from the practical part - "pins" - are the basis for passing the practical (dissection) classes.
16. To pass the second (summer semester) student must reach the total score of at least **60%** points. In case of lectures it is 108 points from six (6) tests (30 pts. per test x6 = 180 pts.) In case of practical classes it is 72 pts. from „pins” (20 pts. per test x6 = 120 pts.)
17. An essential condition for passing both semesters (winter and summer) is participation in each test.
18. Practical classes and tests have a fixed scheduled dates. In case of any unexpected change in the academic year organisation *ad hoc* solutions will be made.
19. Unexcused absence during the test results in a score of 0 points. A justification for absence must be provided to the Head of the Department (or the responsible teacher) not later than the day after the test.
20. Any forms of cheating or using any electronic devices during tests (both partial and final) will result in an instant dismissal together with the unsatisfactory grade (=“FAIL”). All electronic devices (mobile phones, smart watches, tablets etc.) must be switched off and left outside.
21. Student has the right to complain about all doubts regarding the written and practical tests as well as the final exam. An individual formal letter of complaint may be directed at the Head of Department together with the answer sheet (written part) or the day after the answer key publication (practical part). All complaints are verified by the anatomy board appointed by the Head of the Department of Anatomy. The decision is final.

Department of Anatomy, Institute of Medical Sciences
Collegium Medicum, Jan Kochanowski University

22. Students may sit the final exam only if they pass both semesters in the 1st term. In case of failure they are not allowed to sit the final exam in June. They are allowed to sit the final exam during the retake session in September after the completion of all failed tests (also during retake session in September).
23. The required point range for each grade is as follows:
 - satisfactory (3) 60-68%
 - satisfactory plus (3.5) 69-76%
 - good (4) 77-84%
 - good plus (4.5) 85-92%
 - very good (5) 93-100%
24. The detailed descriptions of classes and lectures are provided in the Description of the Course of Study and the class schedules.
25. The final exam rules will be provided one month before exam.
26. All information concerning the programme, the classes organisation and the classes schedule can be found on the notice boards and on the *Collegium Medicum* website.
27. In addition to the regular classes a group of students may attend a “duty hour” with the responsible teacher. Duty hour lasts 45 minutes per week (1 hour of class). Duty hours are theoretical classes (seminar, discussion, problem analysis). During the meeting, the teacher discusses with students the issues that the students reported to the teacher by e-mail and concern the current material. Duty hours will only take place in groups at the same time for all groups led by a given teacher. Each teacher sets the consultation date individually with their groups. Information regarding duty hours will be posted on the website of the Department of Anatomy and on the notice board.
28. The Department of Anatomy teachers are able to help the Students’ Research Group “Insula” to take part in the competition *Scapula Aurea* (Eng. Golden Scapula). All relevant information will be provided on the notice boards and on the *Collegium Medicum* website.
29. During the COVID pandemic all classes, tests and final exams may be conducted via teleconferencing and distance learning software platforms. The participation in all on-line forms is mandatory and verified. All information regarding the e-learning will be provided in advance.
30. According to the current law the sanitary regime and social distancing rules are valid.