

Regulations on the organization of classes and the conditions of final examination

in the 2025/26 academic year

1. Anatomy classes include lectures and including dissection lab classes.
2. Anatomy classes conclude with the first semester completion, the second semester credit, and the final examination at the end of the second semester. To take part in the final examination all classes and tests in both semesters must be completed. The final exam results 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 all forms of classes is mandatory and verified. One unexcused absence is permissible. Students will be refused to complete the semester and to sit the final examination in case of two or more unexcused absences according to the §39 of the Study Regulations.
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 organization, the Department 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 Department of Anatomy must follow the Rules of the Dissection Lab. During the epi-/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 (including the first tutorial). Teachers may verify students' knowledge in an oral or written 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. English anatomical nomenclature is obligatory according to the glossary provided during classes.
13. Each tutorial cycle includes basic anatomical terms obligatory to pass the practical class. The anatomical terminology is in line with the bibliography provided in the required reading section in the course description. At the end of each tutorial cycle students confirm with their signature that the basic anatomical structures were presented during the practical classes.
14. 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:

a) theoretical part (covering lectures and seminars) during the lecture time for all students: 30 single best answer questions with 5 answers A-E; 1 min per question; (each correct answer = 1 pt, incorrect answer = 0 pt); max score = 30 pts;

b) practical part (“pins”) during practical classes in the dissection lab: 20 anatomical structures to recognize (specimens, CT, MRI, X-rays), 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 stand 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

15. The complete the first semester student must participate in all classes and testes.

16. To credit the second semester and the whole course a score calculation is made according to the rules provided in par. 17 and 24.

17. To obtain a credit student must reach the total score of at least **60%** during each semester. The calculation is on the following basis: $3 \times 30 \text{ points (tests)} + 3 \times 20 \text{ points (pins)} = 100\% \text{ final score}$. To pass the course a minimum is a total of 108 points for six tests ($180 \times 0.6 = 108$) and 72 points for pins ($120 \times 0.6 = 72$).

18. Attendance at each test (written and pins) is mandatory.

19. Practical classes and tests have a fixed scheduled date. In case of any unexpected change in the academic year organization *ad hoc* solutions will be made.

20. 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) no later than the day after the test unless the student is unable to present a reliable justification. In that case a justification should be provided no later than three days after the cause of the absence ceased. The test will be organized in a form and on the date scheduled by the Head of the Department.

21. Any forms of communication, cheating or using any electronic devices during tests (both partial and final) are strictly prohibited and will result in an instant dismissal together with the unsatisfactory grade (=“FAIL”). All electronic devices must be switched off and left outside the room where the test is being held.

22. Student has the right to complain about all doubts regarding the written and practical tests. An individual formal letter of complaint may be directed at the Head of Department directly after the test or exam. All complaints are verified by the anatomy board appointed by the Head of the Department of Anatomy. The decision is final.

23. Students who are unable to obtain at least 60% score will fail the course and have the right to resit the tests before the exam session. To pass the final exam its both parts (written and practical) must be passed. If any of the two is passed and the other is failed, only the failed one is to resit during the retake session.

- a) The final grade is calculated from the written and practical scores according to the following formula:
 $0.5 \times \text{written test score} + 0.5 \times \text{pins score}$,
- b) The unexcused absence results in a failure. A justification for absence must be provided to the examiner no later than the day of the exam unless the student is unable to present a reliable justification. In that case a justification should be provided to the Dean no later than three days after the cause of the absence ceased. The test will be organized in a form and on the date scheduled by the Dean.

24. The required point range for each grade is as follows:

- unsatisfactory (2) <60% = FAIL
- 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%

25. The detailed description of classes and lectures is provided in the Description of the Course of Study and the class schedules.

26. The final exam rules will be provided one month prior to the exam.

27. All information concerning the program, the organization of classes, and the classes schedule can be found on the notice boards and on the *Collegium Medicum* website.

28. In addition to the regular classes students, on their request, may attend a “duty hour” with the responsible teacher. This includes a 45-minute consultation each week for a group of students. Individual consultations are not allowed. The “duty hour” schedule can be found on the notice boards and on the *Collegium Medicum* website.

29. Teachers from the Department of Anatomy are able to help the Students’ Research Group “Insula” to take part in the *Scapula Aurea* (Eng. Golden Scapula) competition. All relevant information will be provided on the notice boards and on the *Collegium Medicum* website.

30. In case of airway infection, wearing a face mask is recommended.

31. The present regulations are based on the §26 of the Rules of Studying, which enables the teacher to set the detailed rules for course completion.

32. In matters not covered herein, the provisions of the Rules of Studying and other university regulations shall apply.