

Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

obowiązujący w roku akademickim <i>valid in academic year</i>	2021/2022
pełna nazwa jednostki <i>full name of the Department</i>	Katedra i Zakład Anatomii Prawidłowej (Department of Anatomy)
dane jednostki (e-mail, telefon) <i>contact to the Department (e-mail, phone no.)</i>	anatomia@pum.edu.pl tel. 91 466 1543
kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (academic title, name and surname)</i>	Prof. dr hab.n.med. Janusz Moryś
adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon) <i>Course coordinator (academic title, name and surname, e-mail, phone no.)</i>	Cezary Partyka MD,PhD anatomia@pum.edu.pl ; tel. 91 466 1543
kierunek studiów <i>field of study</i>	MEDICINE
rok studiów <i>year of studies</i>	I (first)
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Anatomy

§1

Sposób prowadzenia zajęć *Teaching Methods*

The aim of the course is to achieve learning outcomes resulting from the education standards and the program of the subject and the mastery of knowledge through active participation in practical exercises and lectures

1. The didactic process of teaching Anatomy has been divided into 6 issues (specimens).
2. 3 Parts in each semester:

Winter semester:

- I. Osteology, syndesmology and arthrology
- II. Upper and lower limb

III. Neck, thorax (chest) and back

Summer semester:

- I. Abdomen, pelvis and perineum
 - II. Head and senses
 - III. CNS
3. Each part ends with **test (colloquium)**. The test consists of a practical part set of **10 specimens to recognized** with the group teacher and theoretical - the written centrally multi-choice test (60 questions) with one true answer.
 4. The final examination test will take place in the form of the practical test and the written test.

The way of conducting classes

1. Exercises (lectures and practical) in student groups take place in accordance with the schedule designed by the Department of Didactics Accounting in designated rooms of the Department of Human and Clinical Anatomy.
2. According to the program of the study, the classes and seminars are lead 2 times a week. The classes are lead in the groups in the Department of Human and Clinical Anatomy.

§2

**Sposób i formy wyrównywania zaległości, w tym odrabiania zajęć
na skutek nieobecności**

Mode and forms of compensation of missed activities

1. The presence of the student during lectures is obligatory and can be checked. Making up for the absence from the lecture consists of passing the multiple-choice test from the messages contained in this lecture in the e-learning system (20 multiple-choice test questions with one correct answer). Failure the test will be tantamount to subtracting two points from the theoretical test result (**colloquium**)
2. The presence of the student during classes is obligatory and checked. During the tutorials, students must obey the rules of dissection classes. During the year, the student attends classes only with the student group to which he was assigned at the beginning of the year. Students should start the exercises being prepared. The knowledge of students may be verified by the teacher (orally or in writing). Failure may result in an order to leave the class.
3. A student who misses the classes provided for in the regulations and fails to make up for them (only justified absences can be made up for) is not admitted to the test (**colloquium**). It is possible to make up for the lesson only within

the current block. In exceptional random cases, the decision on admission to the test is made by the Head of the Department.

4. A student who is not admitted to one (or more) tests is not admitted to the final exam. A student returning from the dean's leave or repeating the year is obliged to attend classes, take all tests and the exam.

§3

Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów

Requirements for course completion in order to sit the credit of exam

1. During the academic year, the student takes 6 practical tests including: 1KP - Osteology, syndesmology and arthrology, 2KP - anatomy of the upper and lower limb, 3KP - anatomy of the neck and chest with the back, 4KP - anatomy of the abdomen with the pelvis and perineum 5KP - anatomy of the head and sensory organs and 6KP - central nervous system anatomy. The practical test consists in the correct recognition of 10 anatomical structures and providing their names in accordance with the applicable anatomical terms. The duration of the practical part of the exam is 7.5 minutes (1.5 minutes for a pair of recognition structures). Maximum number points to be gained (EPmax) is 10 (each correct answer is counted as 1 point - assessed in the zero-one system)
2. During the academic year, the student takes 6 theoretical tests during the academic year: 1KT - osteology, syndesmology and arthrology, 2KT - limb anatomy, 3KT - anatomy of the neck, chest and back, 4KT - abdominal cavity with the pelvis and perineum, 5KT - anatomy of the head and sensory organs and 6KT - central nervous system anatomy. The tests are in the form of a multiple-choice written test with one correct answer.
3. A student who misses the test for justifiable reasons, takes it as soon as the time limit is set by the Head of the Department. The Head of the Department decides about the form of such a test. A student absent from any of the tests is required to inform the Anatomy Dept. by e-mail -(anatomia@pum.edu.pl) on the day of the colloquium at the latest. The original of the written justification should be submitted to the Anatomy Dept. within no more than 7 days from the date of termination of the absence.

§4

Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim*

*Principles of attending classes during the academic year**

1. Students are required to be theoretical prepare for each class and pass each class in the scope of the material in accordance with the guide for exercises provided to the students' knowledge.
2. Students who have obtained at least 45% of the points available for the whole year shall be admitted to the final examination. The result for the year-long work (CPT%) is the sum of the points obtained by the student on all partial tests (CPT)

divided by the sum of points possible to obtain (maxCPT) and we calculate it according to the formula:

$$\text{CPT}\% = 100\% * \text{CPT}/\text{maxCPT}, :$$

$$\text{CPT} = 1\text{KP} + 2\text{KP} + 3\text{KP} + 4\text{KP} + 5\text{KP} + 6\text{KP} + 1\text{KT} + 2\text{KT} + 3\text{KT} + 4\text{KT} + 5\text{KT} + 6\text{KT};$$

$$\text{maxCPT} = \text{max}1\text{KP} + \text{max}2\text{KP} + \text{max}3\text{KP} + \text{max}4\text{KP} + \text{max}5\text{KP} + \text{max}6\text{KP} + \text{max}1\text{KT} + \text{max}2\text{KT} + \text{max}3\text{KT} + \text{max}4\text{KT} + \text{max}5\text{KT} + \text{max}6\text{KT}.$$

3. For those who did not obtain the required minimum, there is a test that will cover the entire material in the form of a written test (60 multiple-choice questions with one correct answer).
4. Only students who comply the regulations of the Anatomy Department and finish OHS training (occupational health and safety training) certified by the student's signature is allowed to take classes (the practical and theoretical).
5. Each student is required to wear a medical coat with long sleeves and a headscarf (women) or a cap (men), wear surgical gloves and be equipped with anatomical tweezers.
6. During practical exercises consisting in the preparation of human corpses, the student is obliged to exercise extreme caution not to injure himself or his associates with the sharp instrument. Each injury should be immediately reported to the attending assistant.
7. The student is obliged to behave in a dignified and serious manner, which is required of every person whose work concerns the dissecting room and the dead. In case of non-application to the above and other inappropriate behavior contrary to the study regulations, the student will be asked to leave the course.
8. Students who are not dressed in accordance with the regulations or are late for the classes (≥ 20 min) will not be allowed to participate in the exercises.
9. Not admitting to classes or asking to leave them is tantamount to excused absence from classes and requires making up for it.
10. The absence from the classes must be excused, made up for and credited before the date of the test for a given exercise cycle with the assistant conducting the classes.
11. Skipping the series of all classes including one anatomical part (prepare e.g upper limb) or missing more than 20% of exercises during one semester results in the inability to make up for them, which results in failure to obtain a credit in the subject.

12. In special random cases, the student may apply for permission to make up classes and to pass tests with the Course coordinator .

§5

Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów

Forms of credits, exams

1. After completing and passing **all** exercises from each part (preparate) , the test is required. The practical test takes place during the last exercise (class) of a suitable part. Theoretical tests will be taken simultaneously for all students. The dates of passing individual preparations are set at the beginning of each semester and announced to the students.
2. A student who is admitted to the test and leaves it without justified reasons receives zero points from the test.
3. A student who is not admitted to one or more tests during the academic year has the right to participate in other tests in the current academic year only if the conditions for admission to the test described above are met ,but he is not admitted to the final exam anyway.
4. After completing the exercises and obtaining credits for the semesters, the student is obliged to take the final exam.

For the final exam, students must be familiar with the content presented during the course (lectures and exercises) and included in the applicable textbooks. The exam in the examination sessions (final exam, 1st and 2nd retake) consists of a practical and theoretical part. The practical part of the exam takes place in the dissection rooms of the Department of Anatomy. It consists in the correct recognition of 24 anatomical structures and providing their names in accordance with the current anatomical terms. The duration of the practical part of the exam is 18 minutes (1.5 minutes for a pair of structures). The maximum number of points to be obtained (EPmax) is 24 (each correct answer is counted as 1 point - assessed in the zero-one system).

Students who fail the practical exam (60% correct answers) will not be allowed to take the theoretical part. Students who pass the practical exam once do not re-sit it in the re-sit session and are admitted to the theory exam. The theoretical part of the exam is written test. It takes place in the halls of the University. This section contains 100 multiple-choice test questions with one correct answer and lasts 100 minutes. Maximal the number of points to be obtained (ETmax) is 100 (each correct answer is counted as 1 point - scored in the zero-one system).

5. Students who obtain less than 50% of the possible points in the written exam receive a **fail** mark. The weighted average is calculated for students who obtain at least 50% of the possible points in the written exam. The final grade for the subject is influenced by the percentage results obtained in the practical exam (EP%) and the written exam (ET%) as well as the results of the year-long CPT% work in the proportion of 0.3, 0.4 and 0.3, respectively. The weighted average (MW) is calculated according to the following formula:
$$MW = 0.3 * EP\% + 0.4 * ET\% + 0.3 * CPT\%.$$

6. To pass the course, it is required to obtain a weighted average of at least 60%.
7. Failure to appear for the exam within the prescribed period without justification is tantamount to obtaining a failing grade. A student absent from any of the exams is obliged to inform the examiner about it (in person or by e-mail - anatomia@pum.edu.pl) at the latest on the exam day, while the original written justification should be submitted to the examiner no later than 7 days from the date of termination of the absence.
8. The student is entitled to two retake dates (each of them is in the same form as the first date exam, grade is calculated in the same way as on the first final exam), which are as follows:
 - a. I re take of final exam and
 - b. II re take of the final exam.
9. A student who did not take the practical or theoretical exam for justified reasons retains the right to take the exam on the next date, keeping all the deadlines.
10. During the exam it is forbidden to communicate with other persons, use materials and teaching aids that are not acceptable to the examiners, and possess electronic devices enabling remote communication. The statement of the above fact is governed by the provisions of § 13 of the Study Regulations.

§6

Warunki zwalniania z niektórych zaliczeń lub egzaminów

Circumstances of exemption from credits or exams

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1. Students who repeat the first year or have obtained a dean's leave but have passed the anatomy exam with a satisfactory grade may have a prescribed grade in the subject.
2. Students transferring from other Medical Universities to the Pomeranian Medical University in Szczecin, who passed the Anatomy exam with at least a satisfactory result, had a similar number of ECTS points, meet the formal and curricular criteria, may have a prescribed grade for the subject.
3. Students who repeat the first year and have not passed the exam in correct anatomy are required to attend classes, lectures, pass preparation exercises, and pass the final exam in accordance with the internal regulations.
4. The three best students participating in the university qualifications of the Scapula Aurea anatomical knowledge competition (including checking the knowledge of the entire material, both practical and a multiple-choice test with one correct answer), will be able to represent our University in the National Scapula Aurea Competition of Anatomical Knowledge and will automatically obtain exemption from the final exam with a very good grade.

§7
Kryteria oceniania
Assessment criteria

1. The criterion of the final grade resulting from the weighted average obtained by the student:
 - > = 92% correct answers and more - very good
 - > = 84% - <92% correct answers - over good
 - > = 76% - <84% correct answers - good
 - > = 68% - <76% correct answers - fairly good
 - > = 60% - <68% correct answers - satisfactory grade (passed)
 - <60% correct answers and below - failing grade (failed)

§8
Inne

(jeżeli specyfika przedmiotu wymaga zamieszczenia w regulaminie dodatkowych informacji proszę o zapisanie ich w kolejnych punktach regulaminu)

Additional

if specific nature of the subject requires extra information, please add it as a next points of this Regulations

1. The date of voluntary consultations is set by the lecturers in consultation with students.
2. The results of partial examinations will be announced directly after the examination or the Virtual Dean's Office (WD). The results of the final exam will be published on the student's account at the Virtual Dean's Office (WD).
3. Each student, within 7 days from the announcement of the results, has the right to submit reservations, check and discuss them with the assistant responsible for the course or the Head of the Department.