



RULES AND REGULATIONS FOR THE HUMAN ANATOMY COURSE ACADEMIC YEAR 2019/2020

Name of the course unit: Department of Human Normal Anatomy

Head of the teaching team: Prof. dr hab. Stanisław Orkisz

The name of subject: Normal Human Anatomy

Direction:: Medicine

Year of study: I

In order to complete a semester, a year and to pass the Final Anatomy Examination, the student should participate actively in practical classes, seminars and lectures. **Class attendance is mandatory.**

The internal regulations of the Department of Human Normal Anatomy are consistent with The

Rules of Full-Time Courses of Study of the Medical University of Rzeszów.

The course is realized consistently with the study schedule confirmed by the Dean of the Medical Faculty.

The Human Anatomy course is carried out in the didactic classrooms and dissection rooms of Human Anatomy Department.

The lecture during the first class provides conditions for conducting and passing the subject as well as the place and dates of office hours. Information about office is also available on the university website.

Detailed criteria for assessing and crediting individual subject effects are contained in the subject syllabus.

- The course of anatomy is divided into six following modules:
 - 1.- osteology, arthrology & limbs
 - 2.- thorax & neck
 - 3.- abdomen and pelvis
 - 4.- skull & head
 - 5.- central nervous system
 - 6.- peripheral nervous system
- The student is obliged to obtain a **credit for each practical classes.**
- Every student should be prepared for classes according to the **syllabus** posted up on the **notice board** of Department of Normal Human Anatomy.
- Each test consists of the two parts, practical and theoretical.
- The condition of passing a test is to receive positive grades from both parts.

- Receiving a negative grade from the practical of each part is equivalent to failing the test.
- The condition of passing the practical part (the so called "pins") is to give a **minimum 60%** of correct answers.
- The theoretical part may be either written or oral, and needs to give a **minimum 60%** of correct answers also.
- **Retake 1** is conducted by the assistant running classes, while **retake 2** is run during the semester break by the lecturer.
- During a test it **is forbidden to use any kind of cheating**, electronic devices enabling distance communication, notes, mobile phone, and the like. Breaking this ban causes failure in both parts of the test.

II. Final examination

The **Final Examination** in normal anatomy, consisting of practical and **theoretical parts separately**, takes place after the 2nd semester in summer examination, The date of the exam is common to all students and determined in consultation with the class president of the year.

- The condition of taking the exam is passing **all the tests** during classes.
- Passing the practical part of this exam (**30 "pins"**) is necessary to take the theoretical part of the exam.
- In order to pass the practical part of the test, it should be given a minimum **60% (18 "pins")** of **correct answers**. Question always regards the **first structure** pierced by needle.
One can receive:
 - **2 points** – for correct English name, including side: right or left
 - **1.5 points** – for not exactly correct English name or correct without giving the side of the detail
 - **1 – 0.5** - point for a severe mistake in the English name
 - **0 point** - for the wrong answer
- The theoretical part of the exam is the single-choice test (**Multiple Choice Questions**) consisting of **100 questions**; the condition of passing it is to give a minimum **60% of correct answers**.
- Criteria of Final Exam:
- Percentage of points obtained from the test:
 - 0 - 60 % 2.0
 - 61 - 68 % 3.0
 - 69 - 76 % 3,5
 - 77 - 84% 4.0
 - 85 - 91% 4,5
 - 92 - 100% 5.0
- Before an exam , students leave all materials, bags, telephones, etc. in a place designated by the teacher.
- The condition of passing the Final Exam is to receive **positive grades from both** theoretical and practical parts.
- Failing the practical part equals failing the whole exam.
- In case of an absence on the exam, Study Regulations are applied (point 1-3,§-31)

- During the exam, it **is forbidden to use any kind of cheating**, electronic devices enabling distance communication, notes, mobile phone, and the like. Breaking this ban causes failure in both parts of the test.
- Retake exams take place during repeat end-of term examinations. The date of the repeat exams is set by the unit's head of department and it is posted up on the notice board a month before the deadline.
- Students, who previously passed the practical part, have to take only the theoretical part of the exam during retakes. Dates of all exams that take place before the end-of-term examinations are set by unit's head of department.
- The results of the exam are given no later than one week from the date of the exam.
- If the student receives an unsatisfactory grade, he / she has the right take a commission exam in accordance with the Study Regulations at the University of Rzeszów.
- Student may take the final exam before the end-of-term examinations, if an average grade of all tests **is at least 4.5**.

III. Conditions of making up for missed and excused classes

- Student is obliged to take part in **all classes**.
- The **absence must be excused** immediately after the reason of the absence disappears. It should be done during the first classes that student takes part in after the absence.
- In case of the absence due to sickness, sick-leave from a doctor is necessary. It is acceptable to have **one excused absence** within the thematic section.
- It is acceptable to have **three excused absence** from classes **per semester**. Absence exceeding three practical classes per semester excludes completion of the semester. The student is therefore not allowed to take the final examination in anatomy.
- It is possible for a student to make up for missed class, according to the rules set up by assistant running classes.

IV. General and detailed health and safety-at-work legislation (BHP) required in the Unit

- Classes take place in dissection rooms in Department of Normal Human Anatomy.
- Only students of Faculty of Medicine dressed in clean protective clothes may enter dissection rooms (**gowns, disposable rubber gloves, bonnet or scarf and a pair of shoes that to be worn exclusively in laboratories**)
- It is necessary for each student to bring for classes the following items: **scalpels, anatomical tweezers, books and anatomical atlases**.
- Students must be particularly careful while preparing specimens in order not to cut themselves or others.
- Students are obliged to behave with respect in dissection rooms. Practical anatomy involves students in the examination and dissection of human subjects. This privileged opportunity relies on the generosity of local people who recognize the value of medicine and the practical study of human anatomy and generously make their bodies available for that purpose to medical and science students. It is important that at all

times that you respect this generosity and behave accordingly. The students should wear long trousers or skirts.

- In case of being cut or applying formalin into the conjunctiva, the assistant running classes must be informed immediately.
- Taking photos or making films, eating, smoking and use fire in dissection rooms is strictly forbidden.
- Students are forbidden to be in the dissections rooms of Normal Human Anatomy Department beyond classes and the hours of consultancy.
- Leaving the dissection room during classes without an assistant's permission is forbidden.
- Being outsiders in the dissecting room is strictly prohibited.

Head of the Department of Normal Anatomy

Prof. Stanisław Orkisz M.D.,Ph.D.