

Class Regulations and Policies - Human Anatomy 2016/2017

The following document should allow you to become familiar with policies, procedures, schedule and expectations of each of you at the Department of Human Anatomy, Medical University of Silesia.

1. RULES ALLOW YOU TO ATTEND ANATOMY LABS

Students should note that during anatomy labs, proper behavior and respect to the human cadavers specimens is absolutely required.

1. Bags, jackets, and personal items must be checked in at the coat check room downstairs in the main lobby.
2. Student without a (white lab coat and the head cover along with the identification tag) is not allowed to participate in the classes.
3. Students who have lab sessions as scheduled are only allowed to enter the dissection room.
4. Unauthorized persons are not allowed to enter the dissection rooms.
5. Eating and drinking in the dissection rooms is strictly prohibited.
6. Smoking in the area of the Department of Anatomy, as in the whole building, is prohibited.
7. Photography or videotaping during the labs or the lectures is strictly prohibited.
8. Entering labs or the lectures with smartphones, tablets etc. is not allowed.
9. All mobile phones and other electronic items are prohibited to use during the Anatomy labs

REFUSAL TO MEET ANY OF THE ABOVE REQUIREMENTS WILL RESULT IN AN IMMEDIATE REMOVAL FROM THE DISSECTION ROOM, AND LOSS OF THAT PARTICULAR LAB'S CREDIT.

2. ANATOMY COURSE INFORMATION

1. The course is split into once a week lecture and twice a week lab sessions. The times and dates can be found on your Schedule given by the dean's office.
2. This course is a full one academic year course (two semester). This consists of 60 lecture hours 30 hours per semester and 150 laboratory hours (75 hours per semester).
3. The course description could be found on departmental website www.anatomia.sum.edu.pl. The website also posts the schedule, credits and exam scores.

3. GENERAL COURSE OBJECTIVES

1. Apply appropriate anatomical terminology when referring to the human body.
2. Integrate information from current clinical literature with basic anatomical concepts, i.e. understand basic clinical processes (e.g. diagnostics, treatments, etc.) and how they relate to the normal and/or abnormal anatomy.
3. Students will be able to identify expertly anatomical structures on diagrams, models, and dissected specimens and will be able to describe the functions of those structures.
4. x-rays, CT scans and MRI images will be available in lab, and identification of major structures is required.

4. RESOURCES AND REQUIRED ITEMS

Much of the course work is carried out in the Dissection Room. Students should bring with them:

1. A clean white lab coat and white protective hat (male), white headscarf (female) to the Dissection Room.
2. Students must wear their name (ID) on the front where it can be read by staff, and wear it always in the dissection room, see correct lab attire on the website.
3. The changing of protective clothes should be done outside of the dissection rooms (cloak room).
4. No open toe shoes, sandals, slippers, and shoes that expose any part of the foot or sock will be allowed in the laboratory.
5. Students are not allowed to enter Anatomy dissection labs wearing winter boots.
6. The student must have clean hands with short unpolished nails; jewelry is not allowed.
7. Protective gloves are required all the time.
8. Students are responsible for assigned readings in the lab manuals and textbook. We recommend textbook and atlases as mentioned on the www.anatomia.sum.edu.pl.
9. Human Anatomy atlases are very important and each student should have their own atlas.
10. Students can, and are encouraged, to bring anatomical tweezers, lancets, books, and atlases to the dissection rooms.

The student **MUST** care about hygiene.

In particular:

- a. in the case of minor injuries rinse the wound in tap water and report it immediately.
- b. while examining the specimens, appropriate measures should be used to prevent the damage or destruction of the specimen.

5. GRADING

1. In order to complete a semester, year, and final exam of anatomy, the student should actively participate in lectures and practical classes and obtain a satisfactory grade for each practical class and positive credits in MCQ tests.
2. During the course of anatomy, the student is expected to recall all achieved knowledge from previous exams and from all previous practical classes.
3. The course of anatomy is divided into the following practical credits:
 - a) Bones, Joints, and Ligaments
 - b) Back and Upper Limb
 - c) Lower Limb
 - d) Thorax
 - e) Abdomen, Pelvis and Urogenital System
 - f) Skull
 - g) Head, Neck and Sensory organs
 - h) Central Nervous System

The practical (PIN TEST): the practical test consists of 20 pinned questions on lab specimens worth 2 points each for a total of 40 points

4. The course of anatomy is divided into the three theoretical credits:
 - a) Bones, Joints, and Ligaments, Back and Upper Limb, Lower Limb
 - b) Thorax, Abdomen, Pelvis and Urogenital System,
 - c) Skull, Head, Neck and Sensory organs ,Central Nervous System

The multiple choice question (MCQ) test consists of 30 questions with 5 true/false (T/F) choices for each question.

5. Passing Grades

- a) to pass the practical pin credit student should receive average 65% or higher. As well as to pass the MCQ.
 - b) retake of each credit (second attempt) usually occurs the week after the first exam (see schedule).
 - c) the third attempt of a credit is organized towards the end of the semester after the completion of the remaining semester coursework of anatomy.
6. If a student obtain unsatisfactory result in all 3 retakes you are no longer eligible to sit for the final exam as a first attempt towards the end of the Anatomy course.

7. Student who had failed in all given attempts to pass the Anatomy course may be given an additional chance on department heads decision before the first retake of the final exam as their second attempt of the final exam if only the student pass the comprehensive practical pin test (30 pins) and comprehensive MCQ (30 questions).

8. If a student fails the comprehensive pin and MCQ is no longer eligible to sit for the final exam and he/she should repeat the entire anatomy course work.

The final exam consists of two parts:

- a) Practical (50 pins) 100 points
- d) Multiple Choice Question (MCQ) 50 questions (250 T/F statements)

The passing grade is 65% or higher (average score obtained from the practical and MCQ)

Student could be exempted from the final exam if he/she had passed in **the first** attempt all the credits for pin tests and MCQs and obtaining the average of (average >89,1%).

Grades of Final Exam (Exemption)

89,1% - 93% - 4,5 (B+)

93,1% - 100% - 5.0 (A)

Grades of Final Exam

65%-77% - 3.0 (C)

77,1%-82,9% - 3,5 (C+)

83%-89% - 4.0 (B)

89,1%-93% - 4.5 (B+)

93,1% - 100% - 5.0 (A)

Retake of the exam follows in September. Students should take the practical exam prior to sit for the MCQ test

6. ABSENCES

- a) absence exceeding two practical classes will not be tolerated and will result the student losing eligibility for that particular credit if the missed lab time is not made up.
- b) absences exceeding two practical classes exclude reception of a credit and the student receives a chance of completing this credit on the retakes. If an absence was caused by legitimate reasons (emergency, illnesses etc.), the student can move a term of credit to next practical classes.
- c) under condition that student should produce the sick leave note not later than 3 days from the absences.
- d) absence for no reason from an exam results automatically obtaining unsatisfactory result "F" and leaves you with only two retakes left.
- e) Absences during the tests and exams student should provide a strong health related certificate by a

public health service provider including hospital discharge notes in order to prevent of losing an attempt, department head always can consider sick note provide by the students on timely manner during the tests as well as exams for further investigations.

7. ADDITIONAL INFORMATION

1. Head of the Department may accept credits from others University.

Conditions required:

- a) Student should bring the documents prior to the course of Anatomy.
 - b) Student achieved at least grade 'B' in the final exam, at first attempt of the course during the period of MD program (repeated course will not be taken under consideration)
 - c) The number of Anatomy course hours is equal or greater at that University in a MD program.
 - d) Credits for anatomy courses taken not in a MD program will not be transferred.
 - e) In individual cases department head may evaluate the student's Gross Anatomy knowledge prior to exemption
2. All the students are requested to submit their Index Books along with the examination credit forms in groups as divided by the dean's office to the Department's secretary at the end of every semester and before the final exam to get your credits signed by the Anatomy department head. Student who fails to obtain the signature for the credits are not allowed to take the final
 3. In case of problems, doubts and questions concerning anatomy course student can contact directly to course director. Time when course director will be available for students is mentioned on the www.anatomia.sum.edu.pl.
 4. To settle an appointment with course director its necessary to fill form including information: name, group, topic, short description of problem and to leave it in Anatomy Department office at least day before appointment. Form pattern is available on www.anatomia.sum.edu.pl.