***Appendix to Teaching Regulations***

*applies to full-time and part-time Studies in English:*

*first-cycle, second-cycle and uniform long-cycle studies at the*

*Faculty of medicine CM UMK*

*applicable as of academic year 2024/2025*

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| **General information about the Faculty unit and the offered course or module:** |
| Name of Faculty unit | Pathology department |
| Head of Faculty unit | Prof. Dariusz Grzanka, MD, PhD |
| Teaching coordinator at the Faculty unit | Jakub Jóźwicki, MD, PhD |
| Remote teaching coordinator at the Faculty unit. | Prof. Dariusz Grzanka, MD, PhD |
| Persons responsible for didactics in the field covered by the course | Prof. Dariusz Grzanka, MD, PhDNatalia Skoczylas-Makowska, MD, PhDJakub Jóźwicki, MD, PhDPaulina Antosik, PhDAnna Klimaszewska-Wiśniewska, PhDMartyna Parol-Kulczyk, PhD Izabela Neska-Długosz, MDMagda Zwolińska, MDRadosław Wujec, MDKacper Naglik, MDDamian Łukasik, MDAnna Tomczak, MD |
| Name of course | Pathology |
| Field of study: | Medicine |
| Mode of study: | *full-time and part-time* |
| Year of studies | III |
| Consultation with academic teachers | Prof. dr hab. n. med. i n. o zdr. Dariusz Grzanka środa 14:00-16:00Dr n. med. Jakub Jóźwicki, wtorek 10:00-12:00Dr n. med. Anna Klimaszewska – Wiśniewska, czwartek 10:00 – 12:00Dr n. med. Ewa Domanowska, poniedziałek 9:00 – 11:00Dr. n. med. Natalia Skoczylas – Makowska, poniedziałek 7:30 – 8:00, środa 12:30 – 13:00, czwartek 13:00 – 14:00 Dr n. med. Paulina Antosik, środa 10:00 – 12:00lek. Izabela Neska – Długosz, czwartek 12:00-14:00lek. Radosław Wujec, wtorek 10:00 – 12:00lek. Magda Zwolińska, wtorek 13:00 – 15:00dr n. med. Martyna Parol, piątek 10:00 – 12:00lek. Kacper Naglik, środa 12:00 – 14:00 lek. Damian Łukasik, poniedziałek 10:00 – 12:00 |
| **Form(s) of classes and number of teaching hours within the course or module** |
| Lectures  | 25 (stationary) – for semester |
| Seminars | 30 stationary) – for semester |
| Tutorials | 30 (stationary) – for semester |
| Other |  |
| **Rules of the exam / obtaining a pass grade** |
| 1. Students are required to attend all the seminars and tutorials – in case of the stationary classes a valid (doctor’s) note is necessary to excuse the absence (it should be delivered to the secretariat of the faculty during the block no later than 7 days since the cause of the absence ceased). The (doctor’s) note ought to include the date of the appointment. Students must redo the missed classes with another group as soon as possible – any arrangements should be made in the secretariat. The attendance in all forms of classes is obligatory. Leaving the classes without a proper permission to do, in the middle of them, is tantamount to failing, despite having taken the entry test.
2. Point system based upon the following rules:
3. During seminars and tutorials the students are obliged to sit 9 entry tests and 1 test at the end of the seminar, to which the topics were sent by email before the “Pathology” block. The tests are graded by the teacher on the scale 0 - 3 pts. The order of subjects can be rearranged - in such a case each group will be notified in advance.
4. During the last lecture in the semester the students are obliged to sit a colloquium (an extra date of the colloquium may be arranged during the lecture cycle – the students should apply for it in advance). The colloquium is comprised of a theoretical (0 – 30 pts) as well as a practical part pertaining to the microscopic slides presented during the tutorials (0 - 5 pts).
5. During the lecture a week before the colloquium the students are obliged to sit a lecture test, consisting of 35 theoretical questions pertaining to the material from the lectures (0 - 35 pts).

Total number of points to be gained: 100 pt.Tests during seminars: 30 pts.Theoretical colloquium: 30 pts.Practical colloquium: 5 pts.Lecture tests: 35 pts. |
| **Rules of obtaining a practical pass grade** |
| Practical part of the colloquium is based upon the microscopic slides presented during microscopic tutorials. (0 - 5 pts). |
| **Criteria for obtaining a positive exam mark or a pass grade within subject.** |
| Students receive a pass grade for collecting 60% or more of all possible points during the semester. A maximum possible score is 100 pts (tests from seminars - 30 pts, theoretical colloquium – 30 pts, practical colloquium 5 pts, lecture test – 35 pts). A student has to obtain at least 60 pts (60%) to pass the subject. In case of obtaining less than the required 60% the student can sit an assassin test organised for all of the groups after the end of the classes for all the groups. The assassin test includes all the theoretical and practical knowledge from the semester. A final grade from the subject is a sum of all the collected points according to the following:

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| **Percentage of points** | **Grade** |
| 95≤…<100 | Very good |
| 88≤…<95 | Good plus |
| 80≤…<88 | Good |
| 71≤…<80 | Pass plus |
| 60≤….<71 | Pass |
| 0…<60 | Do not pass |
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| **Detailed regulations required during the didactic process at the faculty.** |
| 1. Before attending the classes the students are obliged to leave their coats and belongings in a designated room in the building’s ground floor as well as switch off any audio and/or video recording devices (mobile phones, tablets, etc.). There is no room for storage in the Pathology department.
2. During the tutorials the students are obliged to have and wear a proper protective clothing ie. a lab coat, as well as indoor, non-slip shoes.
3. During any form of classes the students are obliged to keep their station clean; eating, smoking, drinking alcohol or consuming illegal substances as well as using open flames is strictly prohibited. Not obeying the above rules will result in a dismissal from classes - tantamount to failing them.
4. During the classes taking photos and/or audio/video recording of any part of the classes using cameras, mobile phones, tablets or any other electronic devices is forbidden, unless an explicit permission of the teacher is given.
5. During the autopsy classes, the students are obliged to wear additional garments provided by the unit, including:

- single-use lab coats- shoe covers- surgical masks- protective gloves (if neccessary). 1. An access to the marked entrance test is possible only in the presence of the teacher who marked it.
2. Any comments or ambiguities regarding the questions in the colloquium, lecture test or the exam ought to be written down next to the question, during the tests. Only comments written in this way will be taken into account during a subsequent test complaint.
3. Students are allowed to access their papers (exam, colloquium, lecture test) only up to a 1 week after the announcement of the result in order to recount their scores, only in the presence of a teacher.
4. The financial liability for damage caused by the violation of works safety regulation as well as fire code lies directly on the student.
5. During lab activities students are obliged to wear lab coats at all times.
6. During lab classes– students observe activities under the fume hood
7. Due to the noxious chemical compounds is mandatory to work with working ventilation at all times.
8. All the medical devices are to be used in accordance with a manual provided after explanation and demonstration by the teacher and only under their direct supervision. (The above is especially important in case of microtomes and cryostats).
9. Due to exposure to noxious substances such as formaldehyde, xylene, acetone, absolute, and 96% alcohol students are obliged to learn about their characteristics beforehand.
10. Due to biological hazard of (HCV, HBV, HIV) all lab activities are to be carried on in single use protective gloves.
11. For the one ‘s safety as well as safety of others working with chemical reagents it possible only after reading the manual (provided in the histopathological lab)
12. All the accidents such as cuts, burns etc. are to be reported to the teacher immediately .
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Signature of the head of the faculty

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