

General regulations – Histology, cytophysiology and embryology for EDD students

2023/2024

Organization of classes and seminars

1. Histology, Cytophysiology and Embryology are taught during lectures, seminars and practical classes.
2. The presence in lectures, seminars and practical classes is obligatory. Coming late to class by more than 15 minutes will be treated as an absence.
3. Classes begin with the seminar followed by a practical part.
4. Students have to be prepared for the class. The Tutor will verify the student's preparation for the class. Subject of seminars and classes are specified in the Topics of classes and lectures.
5. Proper preparation for the seminar and class is evaluated by the introductory knowledge test (weekly quiz).
6. During the class, students discuss with their professor topics of the class and inspect microscopic slides, schemes and electronograms. Images of tissues and organs inspected under the microscope should be drawn with color crayons in the notebook. All drawings have to be properly described (legend to the drawing).
7. Microscopes are provided for every student in the class. At the end of the class the student should switch off the microscope and cover it. Microscopic slides, electronograms, microscopes or their parts must not be removed from the class.
8. During the period preceding intermediate or final examinations, every student group can borrow a set of demonstration slides for home training. Sets can be exchanged any number of times. Before exchanging or returning the set, students have to put slides in order, according to the attached list. Students are financially liable for lost or damaged slides.

Presence in the classes and seminars

1. To get the credit for the semester Student must be present in lectures and seminars and get credit in all classes.
2. The prerequisite for getting a credit for the class is a positive note received on the knowledge of the discussed subject and properly done drawings of microscopic slides.
3. Days of classes, including days of intermediate examinations, are days of obligatory presence.
4. **It is permitted to be absent up to 2 times during lectures and 2 times during classes in each semester.** Absence must be justified with the tutor. **Absence from 3 or more classes, regardless of the reason, results in not getting a credit for the semester**, hence the student will not be admitted to the intermediate examination.
5. **When students are absent, they are expected to negotiate with professors the form for make-up of lectures, seminars or classes missed.**
6. The student is obliged to make up for missed class.
7. Classes uncredited because of an absence or being unprepared must be credited in the form established by the Head of the Department. The Head of the Department will appoint the date of this test.

Credit

1. Dates of the intermediate examinations are decided by the university Pedagogical Council and cannot be changed.
2. Only students who were present in lectures, seminars and got credit for all the classes are admitted to the intermediate examination.
3. Intermediate examination in general histology and in microscopic anatomy consist of two parts: practical (slide recognition) and theoretical.
4. Intermediate examination in embryology has no practical part.
5. Intermediate examinations on the first and the second date are MCQ tests. Third final attempt of the intermediate examination (commission) have the form that is determined by the Head of the Department and is set after the permission obtained from the Dean's office.
6. Electronic intermediate examination tests online consist of 50 single choice questions. The duration of intermediate examination is 50 minutes. Electronic test examinations are held in the building of The Main Library in the computer room.

7. The criteria to pass the test are determined by the Head of the Department, after the test, and they are expected to be not less than:
 - 60% of all questions in the test.
8. **Students may evaluate their paper during the quiz. Then, if any reservations arise, students can flag the question and express their concerns. Later complaints will not be accepted.**
9. The Department appoints two dates for each intermediate examination.
10. Intermediate practical part must be passed before the date of the retake MCQ test. Students who failed the practical part of any intermediate examination before the date of the retake examination will not qualify for the retake and last retake of MCQ test.

Final examination

1. The final examination comprises topics discussed during classes, seminars and lectures.
2. The student must pass all intermediate examinations scheduled in the program of the course to be admitted to the final examination.
3. Dates of the final examinations are decided by the university Pedagogical Council and cannot be changed.
4. The Final examination consists of two parts: practical and theoretical.
5. Failing the practical or theoretical part results in failing the examination.
6. **The Head of the Department can set an oral appointment of THEORETICAL final examination for students, who obtained at least 88% of all points received on intermediate examinations. For the appointment the student needs to apply to the Head of the Department in writing (template of the application is available on the Department web site). Student IS NOT exempted from PRACTICAL examination.**
7. **The PRACTICAL EXAMINATION must be taken BEFORE the appointment with the Head of the Department.**
8. In the case of an absence during the final examination caused by medical condition, the student should present doctor's leave during three working days from the date of the examination or will receive a failing mark.
9. The retake of the examination is held during the retake examination session. If the student fails this examination, he/she can apply to the Dean for permission to take the second retake of the examination.

Practical examination

1. The practical part of the examination consists of recognizing 10 histological slides. The minimal number of recognized slides is 6. For each additionally recognized slide, the student receives 1 point, and for recognizing 10 slides - 5 points.
2. Students who failed practical examination on the first date will take the MCQ test, whose positive result will be treated as the result of retake examination (student has to take again only practical examination).
3. Students who passed practical examination on the first date, but failed the MCQ test, do not have to take the practical examination once again during the retake (student has to take again only MCQ test).

Theoretical examination

1. The theoretical part of the examination is the MCQ test that consists of 100 single choice questions. The duration of intermediate examination is 100 minutes. Electronic test examinations are held in the building of The Main Library in the computer room.
2. The examination test contains questions on tooth and oral cavity histology as well as questions on other topics discussed in the course.
3. The criteria to pass the test are determined by the Head of the Department, after the test, and they are expected to be not less than:
 - 60% of questions in the remaining part of the test.
4. **Students may evaluate their paper during the quiz. Then, if any reservations arise, students can flag the question and express their concerns. Later complaints will not be accepted.**

Final grade

1. Final mark is set on the basis of both: practical and theoretical examination. Points received on both parts of the examination are considered.
2. Points from the practical examination are added to the points received on the MCQ test only for students who had passed the MCQ test.
3. Points from the practical examination are added only once. These points are not added in examinations conducted during the retake session.

Position of the Chair regarding cheating during examinations

Cheating on examinations is a breach of ethics and Regulations of Studies at the Warsaw Medical University. A Person actively or passively participating in cheating shall be punished by being expelled from the examination and receiving a failing mark. On top of that, the Department shall institute disciplinary procedure against the cheating students.

A Person actively participating in cheating is the one **who copies results from other students or uses illegal notes or electronic devices. Bringing such devices to examinations is forbidden.**

Passive participation in cheating means allowing other students to copy one's own responses. Thus, a student is obliged to behave honestly, not to allow other students to copy his/her own responses.

The Head of the Department obliges students and examiners to strictly obey these regulations.