

Rules and Regulations of the Department of Animal Anatomy

All rules applicable in the Department of Animal Anatomy arise from the **Regulations of Studies**:

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It is the duty of every Student to familiarize themselves with the Regulations of Studies.

ORGANIZATION OF CLASSES IN DISSECTION ROOMS

1. It is prohibited to bring bags, backpacks, or outer garments into the dissection room.
2. Each student is assigned a personal locker equipped with a combination lock that can be secured with a single-use code.
3. Personal belongings must be stored in the assigned locker for the duration of classes.
4. While in the dissection room, the Student **must wear a protective lab coat**. Protective lab coats are to be put on in the designated area before the beginning of classes.
5. After the conclusion of dissection classes, the student may leave only their protective lab coat in the locker (properly packed, secured, and labeled). The combination lock must be left in the open position.
6. While working with a specimen, the Student must wear protective gloves.
7. Recording of classes (audio or video) is **strictly prohibited**.
8. Students are obliged to maintain the dissection tables in a clean condition and to comply with the instructions/orders given by the class instructor regarding the organization, transfer, preparation, and storage of anatomical specimens.
9. Students are required to handle anatomical specimens with utmost care and to ensure their proper condition is maintained.

ORGANIZATION OF THE DIDACTIC PROCESS

1. Passing **all colloquia** is a prerequisite for passing the semester.
2. Each student is entitled to **three attempts** at each **colloquium**: the first attempt and two resit attempts.
3. The first resit attempt should take place in the week following the first attempt.
4. During classes involving **colloquia** and **examinations**, it is **strictly forbidden to possess or use electronic devices** such as mobile phones, smartwatches, tablets, laptops, headphones, etc. Detection of possession of such a device during class results in a failure of the colloquium or examination.

5. Students participating in practical classes are expected to be theoretically prepared on the topics discussed, including material delivered during lectures. In each class, a test or oral questioning on the current and previous material may be conducted.

ABSENCES IN CLASSES

1. Attendance at all classes is mandatory. In exceptional cases, the maximum permissible number of absences during the entire didactic cycle is **3**. Absences must be justified.

A higher number of absences, even if justified, results in removal from the student list.

2. In the case of a student being on medical leave during a colloquium, the Student is obliged to submit the medical certificate within a maximum of **3 days** from its expiration date. The certificate must be presented to the person designated to conduct the given colloquium, with simultaneous arrangement of a make-up date.

FINAL EXAMINATION

The final examination in the course **Animal Anatomy** consists of two equivalent parts: theoretical and practical. The examination begins with the theoretical part. Passing the theoretical part entitles the Student to take the practical part (in the case of failing the theoretical part, the Student is not permitted to take the practical part).

During the resit session (first and second resit attempts), the same rules apply.

The persons responsible for administering the final examination in the course Animal Anatomy:

Dr hab. Michał Załęcki, prof. UWM

Dr Magdalena Klimczuk

All academic staff members of the Department of Animal Anatomy may be involved in conducting the respective parts of the examination (theoretical and practical).

Attention!

The course *Animal Anatomy* is a sequential course. Sequentiality means that a student cannot progress to the next year while repeating this course. Therefore, failure to pass any test is equivalent to failing the course, which results in the student being removed from the student list.