

DIDACTIC RULES

2018-2019

Subject: Histology with embryology. MEDICAL MAJOR

1. The Rules of didactic classes in the Department of Histology are consistent with the Rules of Studies at the University of Jan Kochanowski in Kielce.
2. The presence of students is obligatory for all practical classes and lectures. Absences are excused only on the basis of official certificates (doctor, Dean, the relevant authorities).
3. Histological preparations contain human tissue material. Students are required to maintain proper respect and proper precautions when handling the preparations during exercises.
4. Students are required to attend classes in groups to which they are assigned.
5. It is required to arrive to the classes punctually and be prepared in accordance with the instructions provided.
6. Student will pass practical classes if s/he:
 - gives correct answers to questions from a designated range of material
 - properly performs and describes drawings of the observed in preparations microscopic structures
 - in the absence of proper drawings from current classes, the presence of a student in the class may be canceled
 - if the student is not prepared for practical classes twice or fails to pass two laboratories due to improper performance or description of drawings, s/he shall obtain a non-satisfactory grade on the first date of colloquium.
7. Absences:
 - student who was absent during classes (practical classes or laboratories) is required to justify the absence immediately after the cessation of the cause of absence, at the latest on the first practical classes after a period of absence.
 - classes which were unattended for justified reasons must be passed and a form of passing is defined by the assistant.
 - the student is allowed to have two justified absences per semester. A larger number of justified absences results in the necessity of passing the theoretical and practical material of the semester, which will be held in the last week of the semester.
 - the student is allowed to have one unjustified absence during the year, which is equivalent to a failure to pass the classes.

8. Form and conditions of passing the colloquium:

- colloquium consists of a written theoretical part and a practical part. During the written part, the student answers to questions from the material submitted on lectures, practical classes and seminars. For the practical part, student recognizes 3 out of 5 preparations.
- Student who failed the test shall have a correction term.
- Test correction takes place in the last week of the teaching semester. In exceptional situations, Head of the Department may decide to give an additional possibility of receiving credit.
- not appearing on the colloquium within the prescribed period without justification results in an unsatisfactory grade.
- justification should be submitted to the assistant no later than the first day after the end of absence. Justification may have a form of a sick note or certified by the Dean declaration of the occurrence of random accident. In exceptional cases decision will be made by the assistant. In case of excused absence, the assistant establishes a new term of the colloquium.

9. Form and conditions of passing the subject:

- A condition for admission to the exam is to pass all the colloquiums and all justified absences
- The subject is settled after two semesters with a final examination, which consists of practical and theoretical part.
- Practical part is to recognize histological preparations. The student should recognize 7 out of 10 preparations.
- Theoretical part takes the form of a test (multiple choice).
- Non-satisfactory grade from practical part is synonymous with non-satisfactory grade for the whole final exam.
- Failure to attend the examination within the prescribed date without justification results in a non-satisfactory grade and causes the loss of the first examination date.
- Justification should be submitted no later than on the day of the exam, and in exceptional cases, within 7 days after the exam date. Justification may be sick note, or certified by the Dean statement of the occurrence of random accident.

10. Other:

- The student is financially responsible for damage caused during the course of the classes by fault of the student.