

Internal Study Regulations
for the full-time and part-time studies:
uniform master degree studies and 1st and 2nd cycle studies
at the Faculty of Medicine of the Collegium Medicum UMK,
binding from the academic year 2018/2019
(the Regulations are applied together with the Rules of Studies
of the Nicolaus Copernicus University /UMK/
in Toruń dated 28th April 2015).

A.General data concerning the education Unit and the taught subject:

- 1) Name of Unit: Department of Clinical Pathology
- 2) Head of education team: Dariusz Grzanka, MD, PhD
- 3) Person responsible for education-related matters: Łukasz Szylberg MD, PhD
- 4) Composition of the education team (including photo):

Dariusz Grzanka, MD, PhD	
Joanna Maciejewska, MD, PhD	
Ewa Domanowska, MD, PhD	
Łukasz Szylberg, MD, PhD	
Natalia Skoczylas-Makowska, MD	

Izabela Neska-Długosz, MD	
Jakub Jóźwicki, MD	
Marlena Janiczek, MD	
Paulina Antosik, M.Sc.	
Martyna Parol, M.Sc.	
Anna Klimaszewska-Wiśniewska, M.Sc.,PhD	
Magdalena Bodnar, M.Sc.,PhD	
Marek Zdrenka, MD	

5) Subject name: Pathomorphology

6) year of the studies: 3rd year

7) Academic teachers' duty hours:

Dariusz Grzanka, MD, PhD – monday 13:00 – 14:00

Anna Klimaszewska-Wiśniewska, M.Sc.,PhD thursday 10:45-12:00

Ewa Domanowska, MD, PhD tuesday 12:00-14:00

Łukasz Szyłberg, MD, PhD wednesday 12:00 14:00

Izabela Neska-Długosz, MD tuesday 12:00-13:00, friday 13:00-14:00

Natalia Skoczylas-Makowska, MD monday 11:00-12:00, wednesday 12:00-13:00

Jakub Jóźwicki, MD monday and thursday 12:00 – 13:00

Marlena Janiczek, MD wednesday and friday 19:00 – 20:00

Magdalena Bodnar, M.Sc.,PhD monday 11:00 – 12:00

Paulina Antosik, M.Sc. wednesday 13:00-14:30

Martyna Parol, M.Sc. friday 12:00 – 14:00

B. Form of the classes:

- 1) Type of educational classes:
 - a) Lectures: (number of hours) - 64
 - b) Seminars: (number of hours) - 38
 - c) Tutorials: (number of hours) - 58
- 2) Educational classes are conducted according to the Education Outcomes specified for particular subjects and according to subject matter contained in the Syllabi and Classes timetable determined by the Head of the Unit.
- 3) Lectures are conducted by academic teachers having the academic degree of Professor or Associate professor having the academic record connected with the subject; lectures may also be conducted by an academic teacher with the Ph.D. degree.
- 4) Participation in the classes is compulsory: students' presence at lectures, seminars and tutorials is verified. Verification of presence is based on the content of classes contained in tests or examinations.
- 5) Students are obliged to appear for the classes punctually and to be adequately prepared with reference to the theory. Lateness for the classes exceeding 15 minutes may be understood as absence.
- 6) Classes that did not take place due to "Rector's hours" (free hours determined by the Rector's decision) are not subject to making-up, but the Education Outcomes attributed to them are compulsory at the test (Colloquium) and examination.
- 7) For the tutorials and seminars students are obliged to be prepared within the scope of currently binding problems and issues provided for in the timetable of classes and in syllabi, which will be systematically verified by academic teachers. Methods of

verification of the Education Outcomes as regards to knowledge, practical skills and social competence are referred to by a person conducting the classes on the first meeting with students, with consideration for detailed description of ways of verification and criteria.

- 8) During the first classes the Students will be familiarized with the classes' organization, with terms of duty hours of the academic teachers conducting the classes, with the Study Regulations, Health and Safety regulations and conditions for obtaining credits. Reading and understanding the Health and Safety Regulations must be confirmed by the Student's signature.
- 9) Violation of the Health and Safety Regulations may result in suspending or exclusion the Student from the classes.
- 10) During the classes and at consulting hours of the academic teachers a Student is entitled to lead a discussion concerning the subject-related matters.
- 11) A Student shows respect towards teachers and other employees of the University and towards other students and patients, including by wearing appropriate clothing and by proper conduct. Rules of conduct during clinical classes with patients are determined in the Ethical Code for Students of the Faculty of Medicine NCU.
- 12) Tablets and computer workstations are allowed to be used only to the scope and purposes determined by the academic teachers. Using them for the other purposes results in pulling out the consequences.

C. Form and conditions for obtaining credits:

- 1) Presence is compulsory at all lectures, tutorials and seminars.
- 2) Obtaining credits - according to the system of verification of Education Outcomes - getting credit from the subject Pathomorphology course after receiving 56% of total points from quick entrance tests, colloquiums and lecture tests.
- 3) Positive grade/credit in final test/exam.
 - a) The conditions for obtaining credits is: receiving a positive overall credit of the tutorials, seminars and lectures, which content is consistent with the learning outcomes contained in the Syllabi. The issues discussed during the lectures are examined during the short lecture-tests, which are also being a proof of the Student's presence at the lectures. Additionally, Students are required to present credits in the Practical Skills Card.
 - b) Students are graded according to the pointing system **without the possibility to improve the received results**. Students' grades (in the form of obtained points) will be available in

coded form on the website of the Student Scientific Association provided by the Department of Clinical Pathomorphology at <http://patologia.cm.umk.pl/studenci.html>.

- c) At the beginning of each seminar the Students knowledge will be verified by a **written test** (descriptive questions or multiple-choice test) referring to the scope of currently binding problems and issues provided in the timetable of classes and in Syllabi. On each day of classes from a written test, Students can obtain from 0 to 5 points. The test is not going to be performed during the first seminar.
- d) After the 2 weeks of the 'Pathomorphology course', ie at the 10th seminar, the colloquium from the first part of the classes in the form of a test (20 questions) and 4 descriptive questions (each rated from 0 to maximum 5 points) will be performed. The colloquium refers to the scope of currently binding problems and issues provided from seminars 2 to 10 and from lectures No. 1 and 2.
- e) After 4 weeks of the of the 'Pathomorphology course', a kolokwium out from the second part of the classes in the form of a test (20 questions) and 4 descriptive questions (each rated from 0 to a maximum of 5 points) will be performed. The colloquium refers to the scope of currently binding problems and issues provided from seminars 11 to 20 and from lectures No. 3 and 4.
- f) From each Colloquium (after 2nd and 4th week) Student may obtain maximum of 40 points. Within a week, since the results are announced, the Students are allowed to insight of their Colloquium, but only the descriptive part, and only within the presence of the academic teacher.
- g) During the 16th and 31st lecture the lecture-test, within the scope of currently binding problems and issues provided during lectures, will be performed. Students can obtain maximum 40 points from each test.
- h) Written tests and Colloquiums' refer to the scope of currently binding problems and issues provided in the Syllabi, which are included in the recommended literature and provided by the academic teacher during the course.
- i) The maximum number of points to acquire during the "Pathomorphology course" are 245 (85 points from all tutorial entrance tests, 80 points from 2 Colloquiums', and 80 points from the lecture-tests).
- j) The conditions for obtaining credits during the "Pathomorphology course" is obtaining a total of 56% of points from all tests, i.e., entrance tests during each tutorial, 2 Colloquiums' and 2 lecture-tests (137 points out of 245 of all available).
- k) If the Student obtain **lower than required 56% of points** as the condition for obtaining credits, the Student **must pass the writing test** (test and open questions) before the

summer exam session begins (one date determined for the whole year of studies group, in agreement with the Year President). In such case from the first term of examination Student obtains the "fail" grade. Failure to obtain the credits signifies lack of possibility to take the final exam test.

D. Form and conditions for obtaining final credit:

- 1) Condition for approving a student for examination is previous crediting of compulsory classes expressed by summary grade (according to section C).
- 2) Terms of exams and tests are announced to the students at least 2 weeks in advance.
- 3) Scope of problems binding for the final test/kolokwium or examination is compliant with educational outcomes and subject matter of the syllabus, concerning particular classes, and with recommended literature.
- 4) Students taking the examination must prove their identity with an ID (or any document proving their identity).
- 5) The examination is divided into theoretical and practical part.
- 6) The examination lasts 120 minutes, and consists of:
 - the practical part (10 slides with 10 questions (test or descriptive questions) – lasting 20 minutes
 - the theoretical part – test (contains 100 questions; 5 given answers, out of which only 1 is correct) lasting 100 minutes.
- 7) To pass the examination the Student must obtain positive grades for both parts of the examination (the practical and theory).
- 8) The final theoretical exam is held in the manner that ensures Student's anonymity, also for the examiner. Decoding of Students' names takes place after announcement of the examination results, according to the Students' codes, in attendance of the selected student.
- 9) Results of the final kolokwium or exam are announced at the latest within 5 days from the date of verification of the Education Outcomes.
- 10) Final practical exam or kolokwium constitutes 30% of final result.
- 11) Results of final exam in the form of points with detailed description of criteria and bases for awarding points are documented in the protocol of verification of Education Outcomes.
- 12) Each part of the final exam - both practical and theoretical - is scored and the final grade is determined by the number of scores according to the properly selected principles of verification of Education Outcomes. 30% - practical part and 70% theory.

13)Percentage calculations transferring the correct answers in theoretical part and scores from the practical part onto the scale of grades are as follows:

Grades are awarded pursuant to the number of scores, according to the table below:

% of scores	Grade
92-100	very good (5)
84-91	good plus (4+)
76-83	good (4)
68-75	satisfactory plus (3+)
56-67	satisfactory (3)
0-55	fail (2)

Minimum threshold for obtaining satisfactory grade is 56%.

14)Within 3 days from announcement of the results a Student, –in presence of an academic teacher -- is allowed to view his/her work and the answers card as well as protocol of the practical part of exam or kolokwium. Answer key should specify clear criteria.

15)Students with the 84% of scores of all intermediate tests (from all tutorial tests and 3 kolokwiums') may, with the consent of the Head of the Department of Clinical Pathomorphology obtain additional benefits, such as: **possibility to take the "zero" term of examination, be released from examination.**

16)In extraordinary conditions there is a possibility to be released from examination. The final decision according the passing thresholds always belongs to the Head of the Department of Clinical Pathomorphology.

17)Having completed the theoretical exam or kolokwium, a Student has the right within 24 hours to submit a written reservation concerning the correctness of the test questions or typographical errors (here a coordinator must specify in what way the reservations might be submitted). Submitted reservations shall be verified before announcement of the results. When the submitted reservation has been acknowledged, the questions subject to the reservation shall be omitted, which will decline the number of points available.

18)Final exam or kolokwium is the summarizing method of verification of Education Outcomes and determines the final credit. If a student obtains a negative grade - he or she may retake the exam or kolokwium that is a method of verification of Education Outcomes identical to the one on the first term.

- 19) A student is entitled to retake a final exam or kolokwium even if his/her obtained grade is positive - but he/she must submit at the Head of Unit an application containing a relevant justification. If Head of Unit recognizes the student's application as justified, may determine additional date for final exam or kolokwium, but the grade obtained on the second date is binding **and constitutes a FINAL result (!)** of verification of the Education Outcomes.
- 20) A student who failed at the final exam or kolokwium on the first term, or in the retake session, cannot have the subject credited. At the request of a Student in justified cases the Dean may decide on organization of the examination before the examination board ('commission examination').
- 21) At the final exam or kolokwium Students are forbidden to use any aids or notes or any devices enabling the visual registration of examination card/kolokwium or facilitating distant communication. Student's conduct suggesting possession of any aids or devices referred to above, or confirmed possession of the above, shall result in obtainment of grade "fail" for the exam/test and may result in bringing the case to the Students' disciplinary commission.
- 22) A student who did not take an exam in a determined time, by the approval of the Dean, who agrees it with the examiner, may have an additional date for the exam settled, provided that the student submits a relevant request and is able to prove that his/her absence during the proper term was not his/her fault. Exam taken on this additional date in such case is considered as taken on the first term. A request for setting the additional date of examination must be submitted within 7 days from the moment the cause of absence has ceased.
- 23) Student's failure to appear for the examination is governed by the provisions of the Rules of Studies (Chapter VIII, Part 36, sec. 6).
- 24) The final decision according the passing thresholds of the course, possibility to take the "zero" term of examination, or according the releasing from examination always belongs to the Head of the Department of Clinical Pathomorphology

E. Conditions for making up for the classes that were abandoned due to justified reasons or classes not credited by other reasons

- 1) It is forbidden to abandon classes, also leave during the classes by unexcused reasons. Therefore, unexcused absence from educational classes prevents obtainment of credit in thematic block related to education outcomes attributed to it.

- 2) Absence from the classes must be excused within the period not longer than 7 days or immediately after the cause of absence ceased. Failure to fulfill this condition shall result in failure to obtain credit in particular classes and will lead to lack of credit in a subject.
- 3) Absence due to medical reasons requires medical certificate and in fortuitous events (such as funerals) a relevant document confirming the case.
- 4) Excused absence from tutorial means that tutorial cannot be credited so the student must in the shortest possible period of time credit the relevant material and accomplish the Education Outcomes.
- 5) Absence is recognized as excused by an academic teacher conducting particular classes basing on the copy of medical certificate (original document must also be presented) submitted to him/her by the student during the teacher's duty hours.
- 6) In the case of an excused absence, the student is required to sign up (not later than a week after the completed "Pathomorphology" course for classes with another group. It is not possible to postpone the chosen date. It is possible to work off the missed tutorial/seminar only after presentation a medical certificate (confirmed by the Medical Doctor from Academic Clinic). Points obtained during classes with a different group are divided by 2. In the case of the last group (which does not have the opportunity to make up for classes) one time will be set to write the test from all topics after the end of the course.
- 7) Failure to complete classes prevents the Student from obtaining credits during the "Pathomorphology" course.
- 8) Lectures are compulsory- Student's presence is confirmed by the knowledge of lecture-related matters, included in the tests and exams.

F. Recommended literature:

- 1) Leading textbooks (1 textbook):
"Robbins Basic Pathology" 9'th edition Kumar, Abbas, Aster
- 2) Supplementary handbooks (2 or 3 items)
"Pathologic Basis of diseases" 9'th edition Kumar, Abbas, Aster
histopathological atlas: <http://www.patologia.cm.umk.pl/atlas>

G. General and detailed Health and Safety Regulations required for realization of the educational process at the unit.

- 1) Before attending the classes, the Students are obliged to leave outwear in the cloakroom and must turn off their mobile phones.
- 2) Students are obliged to possess and wear protective clothing, related to the specific character of each unit (e.g. disposable smocks, latex gloves, caps, non-slip safety shoes) and possess small medical equipment, (such as: stethoscope, tweezers, or reflex hammer).
- 3) During the classes the Students must observe the rules concerning cleanliness, the ban on food and smoking. It is forbidden to appear under influence of alcohol or other intoxicants, or to use fire. Student breaching these rules shall be expelled from the classes.
- 4) Without consent of the Academic Teacher, Students are not allowed to take pictures and/or film the classes with cameras, phones, smart phones, tablets or any other electronic devices with fitted camera. Moreover, the sound recording is strictly forbidden.
- 5) Financial responsibility for material damages resulting from failure to comply with the H&S and Fire protection Regulations is borne by the Student.
- 6) Students are obliged to possess and wear protective clothes (lab coat) during laboratory and microscopic tutorials.
- 7) During the post-mortem tutorials' and the post-mortem examination Students are obliged to wear additional protective uniforms (shoes, glasses and disposable coat).
- 8) During microscopic tutorials Students take full responsibility for the used equipment (slides and microscope). Any damages or flaws must be reported to the academic teacher conducting particular tutorials.
- 9) During laboratory tutorials Students observe the laboratory actions carried out under the glass fume hood.
- 10) According to presence of harmful chemical compounds, during laboratory tutorials all actions must be carried out under turned ON ventilation.
- 11) All medical devices should be operated in accordance with the applicable manual protocol, after explaining the rules and demonstration by the academic teacher, and only under his strict supervision (especially for microtomes and cryostats).
- 12) Due to the contact with harmful chemical compounds: formaldehyde, xylene, acetone, absolute alcohol and 96% alcohol, students are required to become acquainted with the material safety data sheet (MSDS) of the harmful chemical compounds.
- 13) Due to the biological hazard (HCV, HBV, HIV) all laboratory actions should be performed using disposable protective gloves.
- 14) Due to own and other Students safety, working with chemical reagents should be carried out in accordance with the protocols (displayed in the histopathological laboratory).

- 15) All dangerous incidents, such as cuts, burns, etc., should be immediately reported to the academic teacher conducting the tutorials.

H. Method of publishing information in the Unit

1. Every information concerning organization of the education process in the “Pathomorphology” course is available at the University website in the link of the Unit <http://patologia.cm.umk.pl/studenci.html> and in the information cabinets of the Unit.
2. Due to safety of communication in the Internet, - correspondence with the students is carried out by email addresses created on the University server - academic teachers use their University emails (@cm.umk.pl), and students use the emails containing their Students’ books numbers (@stud.umk.pl).

I. Information on the Students' Scientific Circle (coordinator, type of circle, number of members, research topics, form of meetings, dates and place of meetings, current achievements)

Coordinator: Łukasz Szyłberg, MD, PhD

Research topics:

The scope of the SKN Clinical Pathomorphology covers all areas of medicine with particular emphasis on oncological material. SKN members have the opportunity to acquire skills in writing scientific publications, raising funds for research, as well as participation in scientific conferences. Access to archived tissue and autopsy material allows to implement various ideas, as well as to correlate with patients’ clinical data.

In addition, SKN provides access to basic research methods such as histological and cytological examinations, as well as advanced methods such as immunohistochemical technologies, molecular biology techniques and tissue microarrays (TMA).

1. histopathological - scope: pathomorphological development of neoplastic and non-neoplastic tissue material;

2. cytological - scope: exfoliative cytodiagnostic, non-gynecologic cytology and aspirational cytodiagnosics; recovery of cytological material from BAC; cell-block technique

3. immunohistochemical technologies - scope: immunohistochemical studies of cancerous and non-neoplastic tissue material

4. Molecular biology techniques - fluorescent *in situ* hybridization (FISH), dot-blot, western-blot, PCR,

Directions of research of the Department of Clinical Pathomorphology:

1. The role of the inflammation process during cancerogenesis and cancer progression.
2. Evaluation of cancer early biomarkers during cancer diagnostics.
3. The contribution of HIF-1 factor in cancerogenesis.
4. Identification of tumor progression pathways in head and neck squamous cell carcinoma.
5. Selected issues of cancer biology in laryngeal cancers and other cancers of the head and neck area.
6. The evaluation of selected proteins expression involved in interactions between cancer and its microenvironment during tumor progression (tumor host-interactions).
7. Identification of tumor progression pathways in endometrial cancers.
8. Identification of tumor progression pathways in thyroid cancer in children and adults.
9. Evaluation of the level of protein expression of immune response pathways in the tissues of multiple pregnancy afterbirths.
10. Immunohistochemical staining used during diagnosis of early myocardial infarction in autopsy material.
11. Identification of tumor progression pathways in the large intestine, on the basis of tubular adenomas and serrated adenomas - qualitative and quantitative studies of genetic and epigenetic factors.
12. Alternative progression pathways in colon cancer.
13. Expression of selected factors of the inflammatory process in cancer in the large intestine.
14. Identification and characterization of selected genes and proteins expression in chronic myeloproliferative syndromes.
15. Effect of the single dose of exogenous surfactant on pulmonary fibrosis.

Time and place of meetings: Once a week - Wednesday, 12.00-15.00.

Website: <http://patologia.cm.umk.pl/index.html>

Bydgoszcz.....

Signature of Head of Unit

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Student's Self-Government Council
of Medical Faculty

.....
Dean of Medical Faculty
