

**Appendix to Teaching Regulations
applicable as of academic year 2025/2026**

General information about the Faculty unit and the offered course or module:	
Name of Faculty unit	Human Physiology Department
Head of Faculty unit	Prof. dr hab. n. med. Wojciech Kaźmierczak
Teaching coordinator at the Faculty unit	Prof. dr hab. n. med. Wojciech Kaźmierczak
Remote teaching coordinator at the Faculty unit	dr Blanka Dwojaczny
Persons responsible for didactics in the field covered by the course	dr Blanka Dwojaczny <i>prof. WOJCIECH KAŻMIERCZAK</i>
Name of course	Human Physiology with the elements of clinical physiology
Field of study:	Medical
Mode of study:	full-time and part-time studies
Year of study:	1(summer semester)/ 2(winter semester)
Office hours of academic teachers	<ul style="list-style-type: none"> • prof. dr hab. n. med. Wojciech Kaźmierczak • dr Wieńczysława Adamczyk • mgr Monika Bejtka • dr Mirosława Cieślicka • dr Blanka Dwojaczny • mgr Katarzyna Stranz-Kaja • dr n. med. Jerzy Kochan • dr Monika Zawadka-Kunikowska • dr Piotr Złomańczuk
Form(s) of classes and number of teaching hours within the course or module	
Lectures	summer semester: 25 h / winter semester: 30h
Seminars	-
Tutorials	summer semester: 45 h / winter semester: 55h
Other	

Rules of final examination or credit

- 1) The examination is a summative way of verifying learning outcomes and constitutes the final credit for the subject.
- Exam dates are set by the Department Head and approved by the Dean. These dates are communicated to students at least 14 days before the end of classes.
- Students who have passed the winter and summer semesters may take the exam.
- A student taking an exam must present a student ID.
- The exam consists of 100 questions with four possible answer options, only one of which is correct. Each question has four possible answers – one verb and three distractors (no negative points for incorrect answers). Students receive one point for each correct answer.
- Questions are based on content from the literature listed in the syllabus and knowledge provided to students during lectures or tutorials. The exam lasts 120 minutes.
- To pass the exam, students must correctly answer 60 questions. Grades are determined in accordance with Dean's Council Resolution No. 33/21 and in accordance with Section 17, Section 2 of the Study Regulations of April 30, 2019.

% points	Grade
92≤.....≤100	excelent (5)
88≤.....<92	very good (4+)
80≤.....<88	good (4)
71≤.....<80	satisfactory (3+)
60≤.....<71	sufficient (3)
<60	Unsatisfactory/failed (2)

- The rules of conduct in the event of absence from the final exam are regulated by paragraph 31 of the study regulations of April 30, 2019.
- The examination is conducted in a way that ensures the anonymity of the candidate.
- If conduct contrary to ethical principles is detected (e.g., during an examination, the use of any teaching aids or electronic devices enabling remote communication with other people (e.g., a cell phone) is prohibited), a report of the examination is prepared, detailing the conduct of the examinee and the examiner. This report is signed by members of the examination committee and a student representative. In justified cases, after the Dean approves this decision, the student who violated the ethical principles will receive a failing grade for the examination. In the event of a violation of ethical principles by the examiner, the procedure is regulated by Article 36 of the Academic Regulations.
- During the examination, if a violation of ethical principles or other irregularities is detected, the student must, at the examiner's request, change the place of the examination to the examination room.
- Within 24 hours of the examination, students have the right to submit a written objection to the substantive accuracy of questions or printing errors that prevent the correct answer. Acceptance of the objection will result in the question being omitted from the calculation of the percentage of points obtained and will lower the pass mark and grade thresholds accordingly, as determined in accordance with Dean's Council Resolution No. 33/21.
- Exam results are announced within 14 days of the examination. These results are entered into the USOS system in accordance with paragraph 38, section 4.
- Within 3 days of the announcement of the results, the student has the right to inspect his/her work.

Form and conditions of passing the course

- The condition for passing the course is to obtain 55% correct answers from all entrance exams (this percentage is calculated separately for each block of classes), a positive grade from all tests in the winter and summer semesters and the final exam.
- Exercises are held in thematic blocks.
- During the tutorials, students are required to be substantively prepared in the current topics

- During the tutorials, students are required to be substantively prepared in the current topics covered in the class schedule and in lectures substantively related to the tutorial topic. Knowledge is assessed during each tutorial. The instructor leading the tutorial determines whether a student receives credit for the tutorial.
- Before each exercise, there is a practice test consisting of 5 questions with 4 answer options, only one of which is correct. Each test contains four possible answers – one verb and three distractors (no negative points for incorrect answers). Students receive 1 point for each correct answer. The questions are based on the literature provided in the syllabus. Test results are announced within 7 days.
- Students are not allowed to correct their exam passes. In the event of an excused absence reported within 7 days of the cause ceasing to exist, in accordance with section 24 of the Academic Regulations of April 30, 2019, the student must make up the exams and then return the exam pass.
- Each block of classes is followed by a test. The test dates will be announced to students at least 14 days before the end of the block.
- The tests verify knowledge consistent with the learning outcomes included in the syllabus and the content contained in the literature provided in the syllabus and the knowledge provided to students during the exercises.
- Two colloquiums will be held in the summer semester:
 - Colloquium No. 1, covering the following topics: Neurophysiology with elements of neurology and neurosurgery, and physiology of sensory organs.
 - Colloquium No. 2, covering the following topics: Physiology of the endocrine system with elements of endocrinology and blood physiology.
- 9) There colloquia will be held in the winter semester:
 - Colloquium No. 3, covering the following thematic blocks: Physiology of the digestive system with elements of surgery, Acid-base balance
 - Colloquium No. 4, covering the thematic block: Physiology of the circulatory system with elements of cardiology and vascular surgery and cardiac surgery.
 - Colloquium No. 5, covering the following thematic blocks: Physiology of the respiratory system with elements of pulmonology, Physiology of the kidneys and the genitourinary system with elements of nephrology, and gynecology and obstetrics.
- 10) Each test consists of 30 questions, each with four possible answer options, only one of which is correct. Each question contains four possible answers – one verb and three distractors (no negative points for incorrect answers). Students receive one point for each correct answer.
- 11) The duration of the colloquium is 40 minutes.
- To pass the test, students must correctly answer 18 questions. Grades are determined in accordance with Dean's Council Resolution No. 33/21 and in accordance with Section 17, Section 2 of the Study Regulations of April 30, 2019.

% points	Grade
92≤.....≤100	excelent (5)
88≤.....<92	very good (4+)
80≤.....<88	good (4)
71≤.....<80	satisfactory (3+)
60≤.....<71	sufficient (3)
<60	Unsatisfactory/failed (2)

13) An excused absence from a colloquium necessitates taking it on a repeat date. An excused absence from a repeat colloquium, or both dates, necessitates setting an additional date, which is the final date. An excused absence is defined as the reasons listed in § 24, section 3 of the study regulations. An unexcused absence from a colloquium or failure to take the third date will result in a failing grade with the consequences listed in the regulations..

14) The test is conducted in a way that ensures the anonymity of the candidate.

15) If conduct is found to be contrary to ethical principles (e.g., during the examination, the use of

any teaching aids or electronic devices enabling remote communication with others (e.g., cell phones) is prohibited), a report of the test is prepared, detailing the conduct of the candidate and the examiner. This report is signed by members of the examination committee and a student representative. In justified cases, after approval of this decision by the Head of Department, the student who violated the ethical principles will receive a failing grade for the test. If the examiner violates ethical principles, the Head of Department is obligated to hold an additional test date.

16) During the colloquium, if a violation of ethical principles or other irregularities is detected, the student must, at the examiner's request, change the place of the examination to the examination room.

17) Within 24 hours of the end of the test, students have the right to submit a written objection to the substantive accuracy of questions or to typographical errors that prevent them from providing a correct answer. Acceptance of the objection will result in the question being omitted from the calculation of the percentage of points earned and will lower the pass mark and grade thresholds accordingly, as determined in accordance with Dean's Council Resolution No. 33/21.

18) The results of the colloquium are announced within 14 days of its conduct.

19) Within 3 days of the announcement of the results, the student has the right to view his or her work.

20) Obtaining less than 55% correct answers on the pre-test questions in a given block of classes does not prevent you from taking the test. Obtaining a grade of "good" or higher eliminates the requirement to obtain 55% correct answers for a given block of classes to pass the course in that period.

21) In the event of a failed test, the student is entitled to one retake of the failed test. If the retake involves 10 or fewer students, it will be oral.

22) A student completes the summer semester upon receiving a positive grade in tests 1 and 2, subject to the provisions of point 25. Lectures are credited based on attendance. Attendance is mandatory.

23) A student receives credit for the winter semester upon receiving a positive grade for tests 3, 4, and 5, subject to the provisions of point 25. Lectures are credited based on attendance. Attendance is mandatory.

24) The assessment of practical skills, if any, is based on the Practical Skills Card during exercises within selected thematic blocks.

25) The department does not offer entrance exams, tests or examinations remotely

26) Students with a grade point average of at least 4.5 on all tests taken on the first attempt, and who obtain 80% of correct answers on the entrance exams (the percentage is calculated separately for each block of classes) may take the exam on the "0" date. This date is determined individually by the Head of Department and precedes the final exam.

27) The exam on term "0" is a test-based exam with 50 questions, one answer option is correct (out of four possible), and the exam time is 60 minutes. If the exam on term "0" involves 10 or fewer students, it is oral.

- A student may apply for a transfer of a grade from a credit or examination obtained in another field of study in accordance with paragraph 29 of the study regulations.
- During classes, it is prohibited to take photos and/or record videos using cameras, cell phones, smartphones, tablets, or any other electronic devices equipped with a camera and/or camcorder without prior consent from the instructor. The use of devices that record only audio (e.g., voice recorders) is also prohibited.

Conditions for making up classes missed for justified reasons or classes failed for other reasons

- Absence from classes or the inability to participate in classes is governed by Section 24 of the Study Regulations.
- Students are required to make up lectures and tutorials in the form designated by the academic instructor. Matters concerning absence from entrance exams, tests, and the final exam are governed by the provisions presented above.
- Unexcused absence from any lectures and/or tutorials prevents students from taking the test or final exam, with the consequences indicated above and in the regulations..

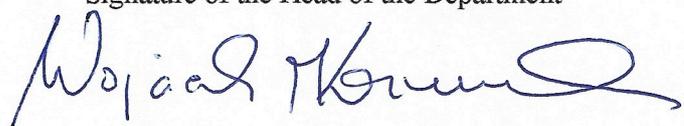
Others

In matters not regulated by this annex, the following shall apply: the teaching regulations of the Faculty of Law in force from the 2020/2021 academic year and the study regulations, which take precedence over it.

General health and safety regulations

- Only healthy individuals may attend classes. Students who are ill are not permitted to participate.
- Students are required to leave their outerwear in the cloakroom before starting classes.
- During classes, strict cleanliness is required, and eating, smoking, being under the influence of alcohol or other intoxicating substances, and using fire are prohibited.
- All students are required to be familiar with and adhere to the occupational health and safety regulations in force during classes in the student lab. In particular, students are obligated to:
 - 4.1. Perform exercises in accordance with occupational health and safety rules and regulations and follow the instructions and instructions issued by the instructors in this regard.
 - 4.2. Maintain the proper condition of devices, tools, and equipment, and maintain order in the workplace.
 - 4.3. Immediately notify the instructors of any accidents or threats to human health or life observed during the exercises.
 - 4.4. To prevent accidents during the exercises, the following should be observed: Ensure that the commencement of the exercises will not pose a threat to those performing them or those nearby.
 - 4.5. Keep the exercise station clean and tidy. Do not scatter tools and objects intended for the exercises, and each student is required to disinfect them after use.
 - 4.6. During computer-based exercises, it is prohibited to move around the room or change workstations.
 - 4.7. Do not turn on the equipment without the express permission of the person conducting the exercises.
 - 4.8. If you notice damage to equipment or devices, immediately stop working on them and notify the exercise instructor.
 - 4.9. Do not touch electrical cables.
 - 4.10. If you need to leave your workstation, stop operating the equipment and any other devices that may pose a hazard.
 - 4.11. After completing the exercise, thoroughly clean your workstation and place all tools and auxiliary equipment in the designated area. If you notice any inaccuracies or omissions, immediately notify the exercise instructor.
 - 4.12. Maintain proper fire safety, especially at your workstation.
 - 4.13. If you notice a fire, immediately alert your colleagues and the exercise instructor by all available means. During rescue operations, remain calm, cautious, and follow the instructions of the person leading the operation.
- 5. In case of other threats not included in the safety rules, follow general occupational health and safety regulations.
- 6. The student is financially responsible for any material damage caused by conduct that violates occupational health and safety and fire protection regulations.
- 7. In the event of a violation of occupational health and safety regulations, the provisions of Section 25 of the Student Regulations shall apply.

Signature of the Head of the Department


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