

Appendix to Teaching Regulations
*applies to full-time and part-time Studies in English:
 first-cycle, second-cycle and uniform long-cycle studies
 at the Faculty of Medicine NCU CM
 applicable as of academic year 2020/2021*

General information about the Faculty unit and the offered course or module:	
Name of Faculty unit / units	Human Physiology Department
Head of Faculty unit / units	prof. dr hab. Małgorzata Tafil- Klawe
Teaching coordinator at the Faculty unit / units	prof. dr hab. Małgorzata Tafil- Klawe
Remote teaching coordinator at the Faculty unit / units	dr Małgorzata Gałązka
Persons responsible for didactics in the field covered by the course / module:	dr Małgorzata Gałązka
Name of course / module:	Human Physiology with the elements of clinical physiology
Unit responsible for the module (<i>applies to modules only</i>)	
Name of course / courses:	Human Physiology with the elements of clinical physiology
Field of study:	
Mode of study:	full time studies
Year of study:	2nd
Office hours of academic teachers (<i>from all units related to the module</i>)	1) prof. dr hab. Małgorzata Tafil-Klawe 2) prof. dr hab. Wojciech Kaźmierczak 3) dr Wieńczysława Adamczyk 4) dr Katarzyna Dmitruk 5) dr Małgorzata Gałązka 6) dr Monika Zawadka-Kunikowska 7) dr Piotr Złomańczuk 8) mgr Monika Bejtka
Form(s) of classes and number of teaching hours within the course or module	
Lectures	winter semester: 30h; summer semester: 30h
Seminars	
Tutorials	winter semester: 45h; summer semester: 55h
Other	
Rules of final examination or credit	

Form and conditions for obtaining credit

- 1) Student passes the course after receiving a positive grade on all mid-semester tests in the winter and summer semester, as well as on the exam.
- 2) The mid-semester tests are designed to evaluate a student's understanding of the subject matter in accordance with the learning objectives outlined in the course syllabus. These objectives are made available on the Teams platform during the first week of both the winter and summer semesters.
- 3) The Student is obliged to thoroughly review all information posted on the Teams Platform. At the beginning of the winter semester, a dedicated group will be established on this platform for course-related communication and materials.
- 4) Teachers are accessible to students for consultations. Prior contact with the respective academic teacher is necessary to schedule consultations, which can be conducted either in person or online.
- 5) Tutorials are structured into distinct thematic blocks, facilitating focused learning on specific topics.
- 6) Two mid semester tests will be conducted in the winter semester:
 - Colloquium No. 1, covering the thematic block: Neurophysiology
 - Colloquium No. 2, covering thematic blocks: Endocrine System Physiology, Physiology of Blood
- 7) Three mid-semester tests will be conducted in the summer semester:
 - Colloquium No. 3, covering the thematic block: Cardiovascular system physiology
 - Colloquium No. 4, covering the thematic block: Respiratory System Physiology, Kidneys Physiology
 - Colloquium No. 5, covering the thematic block: Digestive System Physiology, Acid-Base Balance
- 8) Students are required to possess a solid understanding of the material discussed in tutorials. Students should prepare for tutorials by referencing key points (available on Teams) and lectures relevant to the tutorial topic. Knowledge assessment will take place during each tutorial.
- 9) During the tutorial, the Student can obtain 5 points:
 - 4 points from an entrance test
 - 1 point for active participation in tutorial
- 10) The entrance tests cannot be retaken by the Student.
- 11) To be eligible to participate in the mid-semester test, a student must score at least 60% of the maximum points achievable from tutorials within the respective colloquium. The following table illustrates the relationship between points and eligibility for the mid-semester tests:.

Mid- semester test Thematic block Max points from the tutorials Points Required for Mid-Semester Test Eligibility

Colloquium No. 1 Neurophysiology 50 \geq 30

- Colloquium No. 2 Endocrine system physiology

Blood physiology 30 \geq 18

Colloquium No. 3 Cardiovascular system physiology 30 \geq 18

- Colloquium No. 4 Respiratory system physiology

Criteria of final practical examination or credit

The passing criteria are described above.

Criteria for passing the final examination or obtaining credit for the course or module

Student receives a positive grade from a mid-term test or exam after obtaining at least 60% of the maximal number of points. Point conversions are presented in the table below in accordance with the Dean's Order No. 7.

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

Detailed OHS rules applicable during classes taught at the Faculty unit

1. Only a healthy person, without symptoms suggesting a contagious disease, may attend classes. Students who are ill are not allowed to participate.
2. Before joining the classes, students are obliged to leave their outerwear in the cloakroom.
3. During the classes the Students must meet the rules concerning cleanliness. It is strictly prohibited to:
 - consume food,
 - smoke,
 - being under the influence of alcohol or intoxicating substances
 - use fireduring tutorials and lectures.
4. Students not adhering to these rules will be removed from the class.
5. Students are expected to follow Health and Safty obligations (OHS) (available at CM Unit of Work Safety and Higene). Specifically, the Student is obliged to:
 - 5.1. Perform exercises in accordance with OHS regulations and follow instructions and guidance issued by the exercise supervisors.
 - 5.2. Ensure the proper condition of equipment, tools, and apparatus, as well as maintain cleanliness in the workplace.
 - 5.3. Notify the Teacher of any accidents, health hazards, or threats to human life observed during tutorials.
6. To prevent accidents during exercises, one should:
 - 6.1. Ensure that the start of tutorials poses no danger to participants or bystanders.
 - 6.2. Maintain the workstation in proper order and cleanliness. Do not scatter tools and objects intended for the tutorial, and after their use, each student is obligated to disinfect them.
 - 6.3. In computer-based tutorials, remain at the designated workstations and refrain from moving around the room or changing workstations.
 - 6.4. Not use equipment without clear permission from the Teacher.
 - 6.5. In case of noticing damage to equipment or apparatus, immediately cease work on them and notify the Teacher of the damage.
 - 6.6. If it is necessary to leave the workstation, stop the operated equipment and all other devices that may pose any threat.
 - 6.7. Pay attention to the proper state of fire safety, especially at the workstation.
7. Upon finishing the tutorial, the workstation must be organized by the Student and the tools and auxiliary equipment must be properly placed in their designated areas. In case of any inaccuracies or deficiencies, the Student must immediately notify the Teacher.
8. In case of noticing a fire, immediately alert colleagues and the Teacher using all available means. During rescue operations, remain calm, cautious, and follow the instructions of the person leading the operation.
9. In the case of other threats not covered by safety regulations, follow general occupational health and safety principles.
10. The Student bear financial responsibility for any material damage resulting from actions that contravene occupational health and safety and fire protection regulations.

Signature of the Head of the Unit

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