

Appendix to Teaching Regulation
applicable as of academic year 2024/20

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 Katarzyna Dmitruk/dr Blanka Dwojaczny
Persons responsible for didactics in the field covered by the course	dr Katarzyna Dmitruk/dr Blanka Dwojaczny
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:	2nd
Office hours of academic teachers	1) prof. dr hab. n. med. Wojciech Kaźmierczak 2) dr Wieńczysława Adamczyk 3) mgr Monika Bejtka 4) dr Mirosława Cieślicka 5) dr Katarzyna Dmitruk 6) dr Blanka Dwojaczny 7) dr n. med. Łukasz Kluczyński 8) dr n. med. Jerzy Kochan 9) dr Monika Zawadka-Kunikowska 10) dr Piotr Złomańczuk

Form(s) of classes and number of teaching hours within the course or module

Lectures	winter semester: 30h; summer semester: 30h <i>summer winter</i>
Seminars	-
Tutorials	winter semester: 45h; summer semester: 55h <i>summer winter</i>
Other	-

Rules of final examination or credit

- 1) The exam is a summary method of verifying the learning outcomes and constitutes the final credit for the subject.
- 2) The exam dates are set by the Head of Department and approved by the Dean. These dates are announced to students at least 14 days before the end of classes.
- 3) Students who have passed the winter and summer semesters take the exam.
- 4) Students taking the exam must show their student ID.

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- 5) The exam consists of 100 questions with 4 possible answer options, only one of which is correct. Each of them contains four possible answers - with 1 vertractor and 3 distractors (no negative points for an incorrect answer). For each correct answer, the student receives 1 point.
- 6) Questions are based on the content of the literature listed in the syllabus, knowledge provided to students during lectures or exercises.
- 7) The duration of the exam is 120 minutes.
- 8) The condition for passing the exam is to provide correct answers to 60 questions. Grades are determined in accordance with the Dean's Council Resolution No. 33/21 and in accordance with paragraph 17 section 2 of the study regulations of 30.04.2019

% 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)

- 9) 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.
- 10) The examination is conducted in a way that ensures the anonymity of the candidate.
- 11) In the event of a finding of conduct that is contrary to the principles of ethics (including the prohibition of using any teaching aids or electronic devices that enable remote communication with other people (e.g. mobile phones) during an exam), a report on the course of the exam is drawn up, which describes in detail the conduct of the candidate and the examiner. This report is signed by members of the examination committee and a representative of the students. In justified cases, after the Dean approves this decision, the student who violated the principles of ethics will receive an unsatisfactory grade for the exam. In the event of a violation of the principles of ethics by the examiner, the procedure is regulated by paragraph 36 of the study regulations.

- 12) During the exam, if a violation of ethical principles or other irregularities is detected, the student must, upon the examiner's instructions, change the place of the exam to the examination room.
- 13) Within 24 hours of the end of the exam, the student has the right to submit a written objection to the substantive correctness of the questions or printing errors that prevent the correct answer from being provided. Acceptance of the objection results in the omission of the question during the calculation of the % of points obtained and appropriately lowers the pass threshold and the grade thresholds set in accordance with the Dean's Council Resolution No. 33/21.
- 14) The results of the exam are announced within 14 days of its conduct. These results are entered into the USOS system in accordance with par. 38 section 4.
- 15) Within 3 days of the announcement of results, the student has the right to inspect his or her work.

Form and conditions for passing the subject

- 1) The condition for passing the course is obtaining 55% of correct answers from all entrance exams (this percentage is calculated separately for each block of classes), positive grades from all tests in the winter and summer semesters and the final exam.
- 2) Exercises are held in thematic blocks.
- 3) During the classes, the student is obliged to be substantively prepared in the scope of current issues provided for in the lesson plan and lectures substantively related to the topic of the classes. Knowledge is verified during each exercise.
- 4) Before each exercise, there is an introductory quiz consisting of 5 questions with 4 answer options, only one of which is correct. Each of them contains four possible answers - with 1 distractor and 3 distractors (no negative points for an incorrect answer). The student receives 1 point for each correct answer. The questions are based on the content given in the literature syllabus. Ticket results are announced within 7 days.
- 5) The student cannot correct the ticket. In the case of justified absence reported within 7 days from the cessation of the reason in accordance with the provisions of par. 31 of the study

regulations of April 30, 2019, the student must complete the exercises and then pass the entrance exam.

- 6) After each block of classes, there is a colloquium. The dates of the colloquium will be announced to students at least 14 days before the end of the thematic block.
- 7) During colloquiums, knowledge is verified in accordance with the learning outcomes included in the syllabus and the content included in the literature provided in the syllabus and the knowledge provided to students during exercises.
- 8) Three colloquia will be held in the ~~winter~~ ^{summer} semester:
 - a) Colloquium No. 1, covering the thematic block: Neurophysiology with elements of neurology and neurosurgery, physiology of sense organs.
 - b) Colloquium No. 2, covering the thematic block: Physiology of endocrine with elements of endocrinology, Physiology of blood
 - ~~c) Colloquium No. 3, covering the thematic block: physiology of the osteoarticular and muscular systems and skin.~~
- 9) Three colloquia will be held in the ~~summer~~ ^{winter} semester:
 - a) Colloquium No. 3 covering the thematic block: Physiology of the digestive system with elements of surgery, Acid-base balance
 - b) Colloquium No. 4, covering the thematic block: Physiology of the circulatory system with elements of cardiology, vascular surgery and cardiac surgery.
 - c) Colloquium No. 5, covering the thematic block: Physiology of the respiratory system with elements of pulmonology, Physiology of the kidneys and urogenital system with elements of nephrology, gynecology and obstetrics.
- 10) Each colloquium consists of 30 questions, questions with 4 possible answer options, only one of which is correct. Each of them contains four possible answers - with 1 distractor and 3 distractors (no negative points for an incorrect answer). The student receives 1 point for each correct answer.

11) The duration of the colloquium is 40 minutes.

12) The condition for passing the colloquium is to answer 18 questions correctly. Grades are determined in accordance with Resolution of the Dean's Council No. 33/21 and in accordance with par. 17 section 2 of the study regulations of April 30, 2019

% points	grade
$92 \leq \dots \leq 100$	excellent (5)
$88 \leq \dots < 92$	very good (4+)
$80 \leq \dots < 88$	good (4)
$71 \leq \dots < 80$	satisfactory (3+)
$60 \leq \dots < 71$	sufficient (3)
< 60	unsatisfactory/failed (2)

13) Justified absence from the colloquium requires retaking it on the scheduled date. Justified absence from the make-up colloquium or both dates necessitates setting an additional date, which is the final date. Excused absence means the reasons specified in paragraph 24. 3 of the study regulations. Unexcused absence from the colloquium or failure to attend the third term means receiving an unsatisfactory grade with the consequences listed in the regulations.

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

15) If behavior contrary to ethical principles is found (e.g. during the exam it is prohibited to use any teaching aids or electronic devices enabling communication with other people at a distance (e.g. mobile phone), a report is prepared on the course of the test, which describes in detail the behavior of the examinee and the examiner. This protocol is signed by the members of the examination committee and the student representative. In justified cases, after the decision is approved by the Head of the Department, the student who violated the ethical rules will receive a failing grade in the colloquium. In the event of a violation of ethical principles by the examiner, the Head of the Department is obliged to conduct an additional test date.

16) During the colloquium, in the event of a violation of ethical principles or other irregularities, the student must, on the examiner's instructions, change the place of taking the exam in the examination room.

- 17) Within 24 hours of the end of the colloquium, the student has the right to submit a written objection to the substantive correctness of the questions or typographical errors that make it impossible to provide a correct answer. Recognizing the objection causes the question to be omitted when calculating the percentage of points obtained and accordingly reduces the passing threshold and the grade thresholds determined in accordance with the Resolution of the Dean's Council No. 33/21.
- 18) The results of the colloquium are announced within 14 days of its completion.
- 19) Within 3 days of the announcement of the results, the student has the right to inspect his/her work.
- 20) Obtaining less than 55% of correct answers in a given block of classes does not prevent you from taking part in the colloquium. Obtaining a grade of good or higher eliminates the need to obtain 55% of correct answers for a given block of classes in order to pass the course in a given period. Obtaining 90% of correct answers in a given block releases the student from the obligation to take the test and he or she receives a very good grade.
- 21) In case of failing the test, the Student has the right to make one correction of the failed test.
- 22) The student obtains credit for the ~~winter~~ ^{summer} semester after receiving a positive grade for tests no 1, 2 and 3, subject to the content of point. 25. Credit for lectures is based on attendance at lectures. Attendance at lectures is mandatory.
- 23) The student obtains credit for the ~~summer~~ ^{winter} semester after receiving a positive grade for tests no 3, 4 and 5 subject to the content of point. 25. Credit for lectures is based on attendance at lectures. Attendance at lectures is mandatory.
- 24) 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, colloquiums or exams remotely.
- 26) Students with an average grade of at least 4.5 in all tests passed on the first date and who obtained 80% of correct answers in the entrance exams (percentage calculated separately for

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each block of classes) may take the exam on the "0" date. This date is set individually by the Head of the Department and precedes the date of the Final Examination.

27) The student may apply for the transfer of the grade from a credit or examination obtained in another field of study in accordance with par. 29 of the study regulations.

28) During teaching classes, it is prohibited to take photos and/or record videos using cameras, mobile phones, smartphones, tablets and any other electronic equipment equipped with a camera and/or camcorder without the prior consent of the Instructor. It is also prohibited to use devices that record only sound (e.g. voice recorders).

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

- 1) Absence from classes or inability to participate in classes is regulated by par. 24 of the study regulations.
- 2) The student is obliged to complete lectures and exercises in the form prescribed by the academic teacher. Matters relating to absences from entrance passes, tests and the final exam are regulated by the provisions presented above.
- 3) Unexcused absence from any lectures and/or classes prevents you from taking the final test or final exam with the consequences indicated above and in the regulations.

Other

In matters not regulated by this Annex, the following apply: the teaching regulations of the Faculty of Medicine in force from 2020/2021 and the study regulations, which take precedence over them.

General health and safety regulations

1. Only healthy people can come to classes. Students who are sick cannot participate.
2. Students are obliged to leave their outerwear in the cloakroom before starting classes.
3. During teaching classes, cleanliness is strictly observed, eating, smoking, being under the influence of alcohol or intoxicating substances and using fire are prohibited.
4. All students are obliged to know the health and safety rules applicable when taking classes in the student studio and follow them. In particular, the Student is obliged to:
 - 4.1. Perform exercises in accordance with health and safety rules and regulations and follow the orders and instructions issued by persons conducting exercises in this regard.
 - 4.2. Take care of the proper condition of devices, tools and equipment as well as order in the workplace.

- 4.3. Immediately notify the persons conducting the exercises about any accident or threat to human health or life noticed during the exercises.
- 4.4. To prevent accidents while exercising, make sure that starting the exercise will not endanger people performing it or those nearby.
- 4.5. Keep the exercise station in proper order and cleanliness. Do not scatter tools and objects intended for exercises, and each Student is obliged to disinfect them after using them.
- 4.6. During computer-based exercises, you cannot move around the room or change your workstation.
- 4.7. The equipment cannot be turned on without the express permission of the person conducting the exercise.
- 4.8. If you notice any damage to devices or equipment, stop working on them immediately and notify the instructor of the damage.
- 4.9. Do not touch electrical cables.
- 4.10. If it is necessary to leave your workstation, stop the operated equipment and all other devices that may cause any danger.
- 4.11. After completing the exercises, thoroughly clean your workstation and arrange tools and auxiliary equipment in the designated place. If any inaccuracies or omissions are found, immediately notify the instructor.
- 4.12. Take care of proper fire safety, especially at your workplace.
- 4.13. If you notice a fire, you should immediately alert your colleagues and the people conducting the exercises using all available means, and during the rescue operation, remain calm, careful and follow the instructions of the person conducting the action.
5. In case of other threats not included in the safety rules, follow the general health and safety rules.
6. Financial responsibility for material damage caused by conduct inconsistent with occupational health and safety and fire protection regulations is borne by the Student.
7. In the event of a violation of health and safety regulations, the provisions of paragraph 25 of the study regulations apply.

Signature of the Head of the Department

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