Course Objectives:
1. Physiology is the study of organ systems and their role in the homeostatic mechanisms that attempt to maintain the internal environment of an organism in a steady state. The Course of Human Physiology focuses on fundamental understanding of the physiological basis of medicine and the basic physical processes that underline the phenomenon of human life.
2. The course of Human Physiology takes place in the Department of Physiology (Collegium Anatomicum).
3. All important announcements will be posted on the Department of Physiology web page: www.kzf.amp.edu.pl and/or on the notice-board in the Department of Physiology.
4. If necessary students may contact with their teachers by telephone or e-mail (appropriate numbers and addresses are available on the Department of Physiology web page: www.kzf.amp.edu.pl). For an additional clarification of rules, terms of examinations, any other problems leader of students is requested to contact with Mrs Joanna Bogdanska (joanna.r.bogdanska@gmail.com).
5. Course Coordinator (Magdalena Gibas-Dorna MD, PhD and Jacek Piątek MD, PhD) has right to make a decision in difficult situations, which may appear during the Course.

Course Schedule:
The course will be run according to the timetable, which is available on the Department of Physiology web page: www.kzf.amp.edu.pl and on notice board in in the Department of Physiology (Collegium Anatomicum).

Exemption from Physiology Course:
With faculty approval and after presenting official university transcripts, students, who were graduated from other University and completed Physiology Course, may exempt out of Physiology by passing written exemption test at the beginning of the academic year. However, taking the final examination is obligatory for them and the note from this exam or its’ retake is final and definitive.

Teaching sessions and class attendance:
1. The educational value of this course to the student is largely determined by the degree of the student’s active engagement with the material and the instructor. Therefore, attendance in seminars and labs is mandatory. Four absences are allowed without any consequences. More than four absences (excused or not) will be calculated as a negative points – minus 5 points for each absence. The limit of total allowed absences is 8, more than 8 means exclusion from the Physiology Course.
2. Student has to be present during whole time of seminars and labs. Leaving the class without permission and/or presence at only half of it, is considered as an absence.
3. Student has to sign attendance sheet provided by teachers during seminars and labs. Attendance records will be posted on the Department of Physiology web page: www.kzf.ump.edu.pl and any queries will be considered up to 2 weeks after a single seminar or lab.
4. Students who cannot join seminars/labs with their student groups will be allowed to change the group if, and only if, they are permitted in advance by the teacher. For that reason they must speak with the teacher before appropriate session.

5. Copying, filming, recording of seminar/labs material presented by teacher is permitted only with the teacher’s agreement. Syllabus is available on the Department of Physiology web page: [www.kzf.ump.edu.pl](http://www.kzf.ump.edu.pl)

6. Students disturbing their teachers and colleagues may be excluded from the seminar/lab (which means 5 negative points) or may receive up to 2 negative points.

7. Students are expected to be adequately prepared before attending a class. During seminars and labs teachers are allowed to check the level of knowledge of each student. The final report about students behavior and knowledge will be prepared by the Course Coordinator at the end of academic year and sent to the Dean’s Office.

8. Students are expected to wear labcoats for Blood Grouping and Hemostasis. We advice to wear a track suit for Adaptation to Exercise.

9. Eating is not permitted during seminars, classes and tests!!!

Examinations and Grades:

1. During the whole Course of Physiology students collect the points. The TOTAL POSSIBLE number of points for all of the review tests is 165 (35 points from Module 1, 40 from Module 2, 35 from Module 3, and 55 from Module 4). Please note that review tests start at the beginning of the class, which means that students have to be on time. Coming late will result in exclusion from the review test and zero points.

2. MINIMUM 83 points IS NECESSARY TO COMPLETE THE COURSE (to get a credit) AND TO TAKE THE FINAL EXAM.

3. Students whose final comprehensive score is between 45-83 points will have to pass an Integrative test. There is no retake of Integrative test. Failing the Integrative test means no possibility to complete Physiology Course, which results in withdrawal from the University.

4. Obtaining less than 45 points means no possibility to complete Physiology Course, which results in withdrawal from the University.

REVIEW TESTS

5. Review tests will be prepared by the individual teachers and will be based entirely on the specific objectives for each topic. However, because the seminar/lab series will not cover all the required material, students who depend on course notes alone will be handicapped. Studying the reading material from textbooks and monographs is essential to success. Medical news from internet may be also very helpful.

6. Review tests can be repeated if the results are not satisfactory for students. However the second note (number of points) is final and definitive.

7. Students who need to retake the review tests are requested to report their participation at least a week before the retake test to their leader.

8. Leader of students is responsible for preparing the list with names of students and subjects to be retaken a week before the retake test and deliver it or send to the Department of Physiology (to Mrs Joanna Bogdanska).

9. There is no possibility to organize additional terms of review tests for an individual student/group of students.

10. Any queries concerning questions of the review tests may be explained only during passing these tests.
11. The number of points from the review tests will be posted on the Department of Physiology web page: www.kzf.ump.edu.pl and any queries will be considered up to 2 weeks after a single test.

FINAL EXAM
12. To pass the final school exam student must score **61 points from final examination test** or the cut point will be calculated according to the notes obtained by all students.
13. Student who fails the course final examination **can repeat the examination only twice**. Negative results in all these examinations mean no possibility to complete Physiology Course, which results in withdrawal from the University.
14. **Positive results of the final examination are definitive and unchanging.** There will be no retakes of positive notes.
15. Retakes will be organized by teachers from Department of Physiology. Students must pass the final examination in Physiology till July 11th 2014. **The terms of the exams are definitive and unchanging.**
16. Any queries concerning questions of the final examination test may be reported only during passing the test.
17. Completed examinations will not be returned to and discussed with the students.
18. Student who questions the fairness of an examination has the right to appeal to the Dean, within three days following the announcement of the results, for a review by an appeals commission. In his/her application the student is obliged to give a detailed description of the irregularities perceived during the examination. For more detailed information see School Regulations.

THE OVERALL COURSE GRADE FORMULA
19. The final grade depends on the result from *passed* final examination (**61 and more points**) and the result from number of points obtained during whole Course.
20. The number of points from passed final examination will be summed with points calculated as 10% from points awarded above necessary minimum (**minimum = 83 points**), which are called **bonus points**. For example: 

*Student who received 85 points from final examination and 138 points from all review tests gets:*

\[85 + 10\% \text{ from } 138 - 83 = 85 + (0.1 \times 55) = 85 + 5.5 \text{ (as a bonus points)} = 90.5 \text{ points},\]

which after rounding gives 91 points and better than good (4.5) as a final note (see Calculating Final Grade)

Rounding to nearest whole number is based on common mathematical methods. If the tenths place digit is greater than or equal to 5, the number is rounded up.

21. Bonus points are not counted when student retakes final examination.

**22. CALCULATING FINAL GRADE:**
Points from final examination + bonus points

0-60 points from final exam = unsatisfactory note (2.0) and no bonus points

61 - 68 points = 3.0 (satisfactory)

69 - 76 points = 3.5 (fairly good)

77 - 84 points = 4.0 (good)
85 - 92 points = 4.5 (better than good)

93 points and more = 5.0 (very good)

**Exam and review test policy:**
1. The final examination and review tests will be organized in the electronic version using OLAT platform (Online Learning and Training), or in the paper version.
2. For the final exam students are expected to bring indexes or any other identity card with photo.
3. During review tests students will be required to sign their signature on the attendance sheet.
4. Students will be allowed to make up missed first term of the review test during scheduled retakes, however they will loose the second term (retake).
5. Eating is not permitted during the exam and review test. Student must remove everything from the desk except pencils and erasers.
6. No one is permitted to use written notes, or to record in any way the contents of an exam. Calculators; watches; recording, filming, or communication devices; cellular telephones; and the mechanical or electronic devices are not permitted. Hats with brims or bills such as baseball caps may not be worn during the examination and review test.
7. Taking notes, copying or taking the test book out is not permitted.
8. No one is permitted to leave the classroom before completing the review test, if the test is in the paper version.
9. Students disturbing their colleagues and trying to communicate with other students will get MINUS FIVE points if they are given a second warning. Third warning means exclusion from the exam/review test and unsatisfactory note/zero points.
10. Students trying answer the questions after the end of the exam/review test will get MINUS FIVE points.
11. During final examination teachers can't help the students with the test questions (no explanations of abbreviations, graphs, English words, no comment according to any questions).
12. If any queries concerning the form of questions will come about - student has the right to describe the problem on the paper given by the proctor during final examination.
23. Detailed exam policy will be provided by proctor just before final examination.

**Problem-Based-Learning:**
PBL is based on the theory that views learning as a process in which the learner actively constructs knowledge. Students solve problems that serve as a stimulus to learning in small groups guided by a tutor whose role is to facilitate the learning process. The PBL process consists of three major stages: first meeting, self-directed learning (second meeting), and third meeting.

**FIRST MEETING:**
**PROBLEM IDENTIFICATION → FACT & IDEA GENERATION → LEARNING ISSUES**
1. Students are presented with the problem triggering learning. They analyze the problem from their point of view and try to make sense of the problem by engaging their prior knowledge.
2. Reasoning and problem solving activities are performed under the guidance of a facilitator (moderator). Students clarify and identify the problem, suggest ideas and determine what they need to know to manage the problem.

3. Students formulate an action plan to find, evaluate, synthesize, and apply information needed to solve the problem. Students then break off for their independent self-directed learning activities.

SECOND MEETING (SELF-DIRECTED LEARNING): Students present their findings in a moderated discussion.

THIRD MEETING:
SYNTHESIS & APPLICATION. FINAL SOLUTION
Students share and review their information and maybe revise their prior assumptions. The new knowledge acquired may be sufficient to solve the problem; otherwise (especially for more complex problems) the students need to reflect on and refine their learning strategies and engage in more self-directed learning.

REFLECTION & FEEDBACK GENERALIZATION

Although the pbl sessions are not obligatory, being present means additional attendance for each meeting.

Student Evaluations
The Physiology Department reviews each section of the course so we can make meaningful improvements in the total course for the benefit of future students. It is very important that all of you respond to our request for an evaluation by completing the form. The questionnaire will be provided at the end of the course.

Recommended Books:
Costanzo, L. Physiology (2nd Edition), Lippincott & Wilkins
Costanzo, L. Physiology, Cases and Problems, Lippincott
Boron W.F. Medical Physiology (2nd Edition), Saunders