

DDS Course Regulations 2023-24

GENERAL COURSE ORGANIZATION

1. The course of Human Physiology takes place according to the schedule and comprises lectures, seminars, review tests, retake tests and final examination tests.
2. The lectures and seminars will be conducted online as e-learning modules based on the LSM platform and in the classroom (see the schedule).
The review tests, retake tests, and final examination will take place in the Department of Physiology or on the OLAT (2 Parkowa Street). The detailed schedule, the list of students, seminar groups, and the results of review and retake tests (points) are available on the Department of Physiology web page: www.kzf.ump.edu.pl.
3. The students are asked to follow the Department of Physiology web page: www.kzf.ump.edu.pl.
4. For additional clarification or other problems, the students must contact the course caregiver, **Jakub Winkler-Galicki (room 13** in the Dept. of Physiology; email **physiology@ump.edu.pl**).
5. If necessary, students may contact their teachers by e-mail (appropriate addresses are available on the Department of Physiology web page: www.kzf.ump.edu.pl).
6. Course coordinator assoc. prof. Edyta Mądry has the right to decide in difficult situations which may appear during the course.

ONLINE COURSE ORGANIZATION and ATTENDANCE

7. Each student must personally log into the LMS platform and study all parts of the presented e-learning materials, finishing them 72 hours before the module test starts. The student must listen to the audio track attached to each slide and answer the test questions to pass the material.
8. If the student fails to finish any e-learning parts of the topic 72 hours before the module test, he/she will not be allowed to sit for it. In such a case, the student will take the module test on the re-sit date (see the schedule), simultaneously losing one re-take attempt.
9. Attendance control of e-learning activities relies on the confirmation of logging into the system, checking the time that students spent studying the materials and confirming of taking the progress tests. It is necessary to answer all the test questions, not to obtain a specific passing threshold. The tests are prepared as self-evaluation tests, providing the student with knowledge of whether she or he is adequately prepared for the module exam.
9. The student can log in many times to each part of the course, except for progress tests. To take the progress test, the student can log in only once.
10. Each significant part of the material ends with a control question to which the student must give the CORRECT answer to be able to continue the course.
11. The student will access the course by logging into the **Wisus** platform and going to the **LMS** platform.
12. Each student can contact the course author at the online meeting by prior appointment via e-mail.
13. The substantive supervisor of the course is Assoc. Prof. Edyta Mądry, Head of the Department of Physiology.
14. In all technical matters, please refer to CITK (Centrum Innowacyjnych Technik Kształcenia), Parkowa 2, or use the contact form available on the sOLAT platform.
19. Attendance in all seminars and lectures is mandatory.
20. **All absences must be made up before the start** of the modular test. Absences are made up, depending on the teacher's decision, by preparing a presentation, passing a test or answering questions orally.
21. **Failure to make up for the absence before the modular test results in not being allowed to sit for it.** At the same time, the student loses the first attempt and passes the test on the re-take date (see the schedule).

COURSE SCHEDULE

Detailed Course Schedule is available on the Department of Physiology web page: www.kzf.ump.edu.pl.

REVIEW TESTS and POINTS

1. Each module ends with a review test comprising the knowledge and skills from adequate seminars and lectures.
2. Each review test comprises several short tests, according to schedule.
3. Each short test assesses the knowledge and skills referring to a single seminar or lecture. Each short test includes multiple-choice questions (or matching-type questions)
4. The table below shows the number of points that can be obtained during each short test

Topic and form of conducting classes	Points
1. Hypothalamus Se	10
2. GI tract Se /Nutrition Lc	15
3. Reproduction Se	10
4. Muscles Sc	10
5. Organs of Senses Sc	10
6. Pancreas Le	10
7. Nervous System Se	10
8. ANS Se	10
9. Thyroid Le	10
10. Circulation Se, Circulation 1 Le, Circulation 2 Le	15
11. Respiration Se	10
12. Blood cells, Hemostasis Le	10
13. Urinary Se	10
14. Lymphocytes Lc	5
15. Immunity Lc	5
16. Serology Lc	5
TOTAL	155

Le-Lecture e-learning; Lc-Lecture in contact;
Se-Seminar e-learning; Sc-Seminar in contact

5. In the tests, one good answer means 1 point.
6. 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.
7. The single short tests do not have a pass limit, meaning the student does not have to reach any specific threshold.
8. If the results are unsatisfactory for students, each short test can be repeated (retaken). However, the **second note** (number of points) is final and definitive.
9. According to the schedule, retakes are performed at the end of the academic year.
10. There is no possibility to organize additional terms of review and retake tests for an individual student/group of students.
11. Each short test is prepared by the teacher involved in the teaching process of a given seminar and lecture. Because the seminar does 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 the internet and medical papers may also be very helpful.

CREDIT

1. During the whole Course of Physiology, the student collects the points to receive a credit.
2. The TOTAL POSSIBLE number of points for all of the review tests and PBL is 155 POINTS.
3. A minimum of 90 points is necessary to complete the course (to get a credit) and to take the final exam.
4. Students whose final comprehensive score is 89 or less must pass an Integrative test. It contains the material of all seminars and lectures presented throughout the course and can be repeated only once. Failure to pass both attempts of the Integrative test results in failing the physiology course.

FINAL EXAM

1. To pass the final school exam, students must score 60 points from the final examination test,
2. The student who fails the course final examination **can repeat the examination only twice**. Negative results in all these examinations mean no possibility of completing the Physiology Course, which results in withdrawal from the University.
3. Positive results of the final examination are definitive and unchanging. There will be no retakes of positive notes.
4. Retakes will be organized by teachers from the Department of Physiology. Students must pass the final examination in Physiology before the end of the examination session, as indicated by the Dean's Office. The terms of the exams are definitive and unchanging.
5. Any queries concerning questions of the final examination test may be reported by email within 24 hours after the exam.
6. Completed examinations will not be returned to and discussed with the students.
7. The student who questions the fairness of an examination has the right to appeal to the Dean within seven 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

1. The final grade depends on the result from the **passed** final examination (**60 or more points**) and the result from the number of points obtained during the whole Course.
2. The number of points from the **passed** final examination will be summed with points calculated as 10% of points awarded above the necessary minimum (**minimum = 90 points**), called bonus points.

For example:

The student who received 83 points from the final examination and 128 points from all review tests gets:

$83 + 10\% \text{ from } 128 - 90 = 83 + (0.1 \times 38) = 83 + 3.8 \text{ (as bonus points)} = 86.8 \text{ points,}$

which after rounding gives 87 points and the final note -better than good (4.5) (see bellow- Calculating Final Grade)

Rounding to the nearest whole number is based on common mathematical methods. The number is rounded up if the tenth place digit is greater than or equal to 5.

CALCULATING FINAL GRADE:

Points from final examination + bonus points

0-59 points from final exam = unsatisfactory note (2.0) and **no bonus points**

60 - 67 points = 3.0 (satisfactory)

68 - 75 points = 3.5 (fairly good)

76 - 83 points = 4.0 (good)

84 - 90 points = 4.5 (better than good)

91-100 points = 5.0 (very good)

EXAM AND REVIEW TEST POLICY: if the exam will be held in the examination room

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

EXEMPTION FROM PHYSIOLOGY COURSE:

With faculty approval and after presenting official university transcripts, students who graduated from other universities and completed the Physiology Course may be exempt from Physiology only 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. A student who has been exempted from the course should be aware that he will not be able to receive bonus points.

RECOMMENDED BOOKS

Silverthorn D. U. Human Physiology (8th Edition), Pearson
Guyton, A. & Hall, J. Textbook of Medical Physiology, (10th Edition), Saunders
Costanzo, L. Physiology (2nd Edition), Lippincott & Wilkins
Costanzo, L. Physiology, Cases and Problems, Lippincott