

## Course Regulations 2017-18

### COURSE ORGANIZATION

1. The course of Human Physiology takes place according to the schedule and comprises: lectures, seminars, practical classes, problem-based-learning (PBL), review tests and retake tests, and final examination test.
2. The course takes place in
  - the Department of Physiology (Collegium Anatomicum, 6 Świącickiego Street): seminars, practical classes, review tests, PBL sessions.
  - lecture rooms of PUMS : lectures.
  - OLAT- Online Learning And Training Centre, 2 Parkowa Street : review tests, retake tests, final examination test
3. The detailed schedule, the list of students, seminar and practical classes groups, attendance and the results of review and retake tests (points) are available on the Department of Physiology web page: [www.kzf.ump.edu.pl](http://www.kzf.ump.edu.pl)
4. The students are asked to follow the Department of Physiology web page: [www.kzf.ump.edu.pl](http://www.kzf.ump.edu.pl).
5. For an additional clarification or any other problems the students are requested to contact **the course coordinator assoc. prof. Edyta Mądry MD, PhD** personally, by facebook group (**4yMD-PHYSIOLOGY- 2017-18**) or email: [emadry@ump.edu.pl](mailto:emadry@ump.edu.pl)
6. In case of email contact, the student is asked to wait up to **3** days for the answer.
7. If necessary, students may contact their teachers by telephone or e-mail (appropriate numbers and addresses are available on the Department of Physiology web page: [www.kzf.ump.edu.pl](http://www.kzf.ump.edu.pl)).
8. **Course coordinator assoc. prof. Edyta Mądry has right to make a decision in difficult situations, which may appear during the Course.**

### TEACHING SESSION

1. **All seminars and practical classes are grouped into modules.**
2. Student has to be present during the whole time of seminars and practical classes. 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 practical classes and PBL sessions. Attendance records will be posted on the Department of Physiology web page: [www.kzf.ump.edu.pl](http://www.kzf.ump.edu.pl) and any queries will be considered up to 2 weeks after a single seminar or practical class.
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/practical classes material presented by teacher is permitted only with the teacher's agreement. The basic presentations of seminar and practical classes are 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/practical classes which is considered as an absence.
7. Students are expected to be adequately prepared before attending a class. During seminars and practical classes teachers are allowed to check the level of knowledge of each student.
8. Students have to wear white coats for *Serology* practical class.
9. Students are expected to wear a track suit for *Exercise* practical class.
10. Eating is not permitted during lectures, seminars, practical classes, PBL, review and retake test.

### CLASS/COURSE ATTENDANCE:

Attendance in seminars and practical classes is mandatory. **Three absences are allowed without any consequences.** Four or more than four absences (excused or not) will be calculated as 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.**

## COURSE SCHEDULE

Detailed Course Schedule is available on the Department of Physiology web page: [www.kzf.amp.edu.pl](http://www.kzf.amp.edu.pl) and on notice board 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.

## ASSESSMENT OF TEACHING RESULTS

Each module ends with a review test comprising the knowledge and skills from the adequate seminars and/or practical classes.

## REVIEW TESTS

1. **Each review test is composed of several short tests, according to schedule.**
2. **Each short test is to assess the knowledge and skills referring to a single seminar or practical class. Each short test includes:**
  - 10 multiple choice questions (or matching type questions) – after a seminar (1-13, see Course Curriculum)
  - 5 multiple choice questions (or matching type questions) – after Pancreatic Hormones
  - 5 multiple choice questions (or matching type questions) – after each practical class
3. **In the tests, one good answer means 1 point.**
4. The student may get from 0 to 10 points (seminar short test) and from 0 to 5 points (Pancreatic Hormones, Appetite Regulation seminar short test and practical class test).
5. The number of points from the review tests will be posted on the Department of Physiology web page: [www.kzf.amp.edu.pl](http://www.kzf.amp.edu.pl) and any queries will be considered up to **2 weeks** after a single test.
6. **There is no lower limit to be reached during a single short test.**
7. If the results are not satisfactory for students, review tests can be repeated (retaken). However, the second note (number of points) is final and definitive.
8. Retakes are performed at the end of academic year, according to the schedule.
9. There is no possibility to organize additional terms of review and retake tests for an individual student/group of students.
10. Each short test is prepared by the individual teacher involved in the teaching process of a given seminar or practical class, who is responsible for assessment of their own teaching results. Because the seminar and practical classes do 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.
11. Please note that review and retake 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.

## 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 **170 POINTS.**
3. **MINIMUM 88 points IS NECESSARY TO COMPLETE THE COURSE (to get a credit) and to take the final exam.**
4. Students whose final comprehensive score is between **47-87 points** will have to pass an **Integrative test.** Failing the Integrative test means no possibility to complete Physiology Course, which results in withdrawal from the University.
5. Obtaining **46 and less** points means no possibility to complete Physiology Course, which results in withdrawal from the University.

## FINAL EXAM

1. To pass the final school exam student must score **60 points from final examination test** or the cut point will be calculated according to the notes obtained by all students.
2. 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.
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 Department of Physiology. Students must pass the final examination in Physiology before the end of the examination session 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 only during passing the test.**
6. **Completed examinations will not be returned to and discussed with the students.**
7. 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.
8. The student who has failed to comply with the requirements for completing a course has the right to appeal to the head of the relevant teaching unit within 7 workdays. The head of the teaching unit may request that a commission verify the student's knowledge. The result of a commission examination is final.

## THE OVERALL COURSE GRADE FORMULA

1. The final grade depends on the result from **passed** final examination (**60 and more points**) and the result from number of points obtained during the whole Course.
2. The number of points from **passed** final examination will be summed with points calculated as 10% from points awarded above necessary minimum (**minimum = 88 points**), which are called bonus points.

For example:

*Student who received 83 points from final examination and 158 points from all review tests and PBL, gets:*

*$83 + 10\% \text{ from } 158 - 88 = 83 + (0.1 \times 68) = 83 + 6.8 \text{ (as a bonus points)} = 89.8 \text{ points,}$*

*which after rounding gives 90 points and better than good (4.5) as a final note (see bellow- Calculating Final Grade)*

Rounding to the 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.

### **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 - 91 points = 4.5 (better than good)

92 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 lose 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.
13. Detailed exam policy will be provided by proctor just before final examination.

#### **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.