

Course Regulations 2020-21
under the pandemic condition
Beta version

GENERAL COURSE ORGANIZATION

1. Almost the whole course of Human Physiology 2020-21 will be conducted online. The decision concerning the practical classes will be made in March depends on the epidemiological condition.
2. The course of Human Physiology takes place according to the schedule and comprises: lectures, seminars, practical classes, review tests, retake tests, and final examination test.
3. All the face to face activities will take place in the Department of Physiology (Collegium Anatomicum, 6 Świącickiego Street). The seminars and lectures will be conducted online based on the sOLAT educational platform. The review tests, retake tests and final examination will take place in OLAT (Online Learning And Training) Centre, 2 Parkowa Street. They will be held in examination room or online depends on the epidemiological status in Poland.
4. The detailed schedule, the list of students, seminar and practical classes groups, and the results of review and retake tests (points) are available on the Department of Physiology web page: www.kzf.ump.edu.pl.
5. The students are asked to follow the Department of Physiology web page: www.kzf.ump.edu.pl and facebook group [Adv.Med.- PHYSIOLOGY 2020-21](#).
6. 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 ([Adv.Med.- PHYSIOLOGY 2020-21](#)) or email: emadry@ump.edu.pl
7. In case of email contact, the student is asked to wait up to **3** days for the answer.
8. 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).
9. **Course coordinator assoc. prof. Edyta Mądry has right to make a decision in difficult situations, which may appear during the course.**

ONLINE COURSE ORGANIZATION and ATTENDANCE

10. Each student is obligated to personally log into the platform to take all the parts of the online module.
11. Attendance control relies on the confirmation of logging into the system and taking the progress tests (it is necessary to answer all of the questions, NOT to reach any specific threshold)
12. The student will be able to log in many times into each part of the course, with the exception of progress tests. To take the progress test, the student will be able to log in only once.
13. 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.
14. The student will access the course by logging into the **Wisus** platform and going to the **sOLAT** platform.
15. Each student has the right to ask questions to the author on the course forum. The author will provide the answers within three business days.
16. Each student can contact the course author at the online meeting by prior appointment via e-mail.
17. The substantive supervisor of the course is: assoc. prof. Edyta Mądry MD, PhD, Head of the Department of Physiology.
18. In all technical matters, please refer to CITK (Centrum Innowacyjnych Technik Kształcenia), Parkowa 2, elarning@ump.edu.pl, or use the contact form available on the sOLAT platform.
19. Attendance in seminars, practical classes and the lectures is mandatory. **Two absences are allowed without any consequences.** Three or more than three absences (excused or not) will be

calculated as negative points – minus 5 points for each absence. **The limit of total allowed absences is 4, more than 4 means exclusion from the Physiology Course**

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 the adequate seminars, lectures and/or practical classes.
2. Each review test is composed of several short tests, according to schedule.
3. Each short test is to assess the knowledge and skills referring to a single seminar, lecture or practical class. Each short test includes the multiple choice questions (or matching type questions)
4. The table below shows the number of points that can be obtained during each short test

Title	Points
1. Hypothalamus	10
2. GI tract	10
3. Reproduction	10
4. Muscles	10
5. Organs of Senses	10
6. Nutrition	10
7. Nervous System	10
8. ANS	10
9. Thyroid	10
10. Pancreas	10
11. Circulation	15
12. Respiration	15
13. Blood cells Hemostasis, Immunity	15
14. Urinary, Acid Base, K+	15
Practicals	
15. Circulation	5
16. Respiration	5
17. Serology	5
18. Senses	5
19. Nervous System	5
TOTAL	185

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. **There is no lower limit to be reached during a single short test.**
8. If the results are not satisfactory for students, each short tests can be repeated (retaken). However, the **second note** (number of points) is final and definitive.
9. Retakes are performed at the end of academic year, according to the schedule.
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 individual teacher involved in the teaching process of a given seminar, lectures 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 and medical papers may be also very helpful.
12. Please note that review and retake tests start at the beginning of the given hours, which means that students have to be (or login) on time. Logging 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 is **185 POINTS.**
3. **MINIMUM 100 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 **55-99 points** will have to pass an **Integrative test.**
5. Obtaining **54 and less** points means no possibility to complete Physiology Course, which may result 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 = 100 points**), which are called bonus points.

For example:

Student who received 83 points from final examination and 168 points from all review tests, gets: $83 + 10\%$ from 168-100 = $83 + (0.1 \times 68) = 83 + 6.8$ (as a bonus points) = 89.8 points, which after rounding gives 90 points and better than good (4.5) as a final note (see below- 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: if the exam will be held in examination room

1. The final examination and review tests will be organized in the electronic version using OLAT platform, or in the paper version.
2. For the final exam students are expected to bring indexes or any other identity card with 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. Student must remove everything from the desk except pencils and erasers.
5. 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.
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 they are given a second warning. Third warning means exclusion from the exam/review test and unsatisfactory note/zero points.
9. Students trying answer the questions after the end of the exam/review test will get MINUS FIVE points.
10. 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).
11. 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.
12. Detailed exam policy will be provided by proctor just before final examination.

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 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 out 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