

MD Course Regulations 2023-24

GENERAL COURSE ORGANIZATION

1. The course of Human Physiology takes place according to the schedule and comprises lectures, seminars, practical classes, review tests, retake tests and final examination tests.
2. The lectures and seminars will be conducted in the lecture rooms or online as e-learning modules based on the LSM (see the schedule). The review tests, retake tests, and final examinations will take place in the OLAT (2 Parkowa Street) or the Department of Physiology.
3. The detailed schedule, the list of students, seminar groups, and the results of the review and retake tests (points) will be available on the Department of Physiology web page: www.kzf.ump.edu.pl.
4. The students are asked to follow the Department of Physiology web page: www.kzf.ump.edu.pl.
5. To clarify and solve any problems, the students must contact **Jakub Winkler-Galicki** by email: physiology@ump.edu.pl, or personally in the Department of Physiology, room 13.
6. The laboratories and seminars planned in contact will take place in the Department of Physiology (Collegium Anatomicum, 6 Święcickiego Street). The online seminars and lectures will be conducted based on the LMS platform. The review and retake tests will be conducted in OLAT or the lecture rooms of Collegium Anatomicum. The final examination will take place in OLAT or paper version in the halls of Collegium Anatomicum.
7. The detailed schedule, the list of students, seminar and practical class groups, and the results of the review and retake tests (points) are available on the Department of Physiology web page: www.kzf.ump.edu.pl.
8. The students are asked to follow the Department of Physiology web page: www.kzf.ump.edu.pl.
9. 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) or in person during office hours.
10. Course coordinator Prof. Edyta Mańdry has the right to decide in difficult situations which may appear during the course.

ONLINE COURSE ORGANIZATION and ATTENDANCE

11. 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.
12. 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**.
13. 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 they are adequately prepared for the module exam.
14. 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**.
15. 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.
16. Each student can discuss doubts about the material presented in the e-learning courses by participating in the consultation hours of the teacher responsible for the individual batches of the material.

17. The attendance control in topics conducted in the lecture room is based on signing the attendance list. The pattern of the signature is the signature from the introduction lecture.
18. The substantive supervisor of the course is Prof. Edyta Mađry, Head of the Department of Physiology.
19. In all technical matters, please refer to the Center of E-learning (cel@ump.edu.pl)
20. **Attendance in seminars, practical classes and lectures is mandatory.** In any case, the absence requires medical or other justification, such as a funeral, and requires makeup. **Unexcused absence results in the inability to take the module test.** 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.
21. The preferred form of making up the absence in contact classes is joining another student group **after a prior arrangement with the teacher conducting the class.** If this is impossible, the teacher decides how to complete the class. The possible form is an essay, presentation, quiz, oral answer, or scientific article reporting.

Course Curriculum

The course comprises of:

Lectures	Seminars	Practicals
E-learning or Contact	E-learning or Contact	Contact
1. Introduction to Physiology Course-2h (C) 2. Immunity-2h (C) 3. Lymphocytes-2h (C) 4. Serology-2h (C) 5. Nutrition-2h (C) 6. Circulatory Sys. I-2h (E) 7. Circulatory Sys. II-2h (E) 8. Acid-Base balance - 2h (C) 9. Water-Ions balance-2h (C) 10. Respiratory System- 4h (E) 11. Autonomic Nervous System- 4h (E)	1. Senses (C) 2. Gastrointestinal System (E) 3. Blood Cells and Coagulation (E) 4. Hypothalamus – Pituitary – Adrenals (E) 5. Thyroid Gland and Ca regulation (E) 6. Heart (E) 7. Nervous System (E) 8. Muscles (C) 9. Respiratory System (E) 10. Urinary System (E) 11. Sex hormones and Reproduction (E) 12. Pancreatic Hormones (E)	1. Circulatory System (C) 2. Serology (C) 3. Senses (C) 4. Neuro Exam (C) 5. Respiratory (C) System / Spirometry (C) 6. Muscles (C)

C- Contact; E- Elearning

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 comprises several short tests, according to schedule.
3. Each short test assesses the knowledge and skills referring to a single seminar, lecture or practical class. Each short test includes multiple-choice questions (or matching-type questions)
4. The table below shows the number of points that can be obtained for each short test

Title	Points
1. Hypothalamus	10
2. Reproduction	10
3. Muscles	10
4. Senses	10
5. Nervous System	10
6. ANS	10
7. Thyroid	10
8. Pancreas	10
9. Immunity, Serology	10
10. Urinary	10
11. Water-Ion, Acid-Base	10
12. Circulation	15
13. Respiration	15
14. Blood cells, Hemostasis, Lymphocytes	15
15. GI tract, Nutrition	15
Practicals	
16. Circulation	
17. Respiration	5
18. Serology	5
19. Senses	5
20. Nervous System	5
21. Muscles	5
TOTAL	200

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 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, lecture or practical class, who is responsible for assessing their 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 the internet and medical papers may also be 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 review tests is 200.
3. A minimum of 120 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 **80-119 points** must pass an Integrative test.
5. Obtaining **79** or fewer points means no possibility of completing the Physiology Course, which may result in withdrawal from the University or repeating the course in the next academic year.

FINAL EXAM

1. The final examination of the course is the NBME exam. The student sits for the exam on the date set by the university. The NBME exam result and the number of bonus points obtained during the academic year determine the final grade of the physiology course. The retake exam may be an NBME exam or an internal exam organized by the Department of Physiology.
2. To pass the final internal exam, students must score **60%**- of points from the final examination.
3. 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.
4. **Positive results of the final examination are definitive and unchanging.** There will be no retakes of positive notes.
5. 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.
6. **Any queries concerning questions of the final internal examination test may be reported within 24 hours by email.**
7. **Completed examinations will not be returned to and discussed with the students.**
8. A 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 must describe the irregularities perceived during the examination. For more detailed information, see School Regulations.
9. 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 seven 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 FOR THE INTERNAL EXAMINATION

1. The final grade depends on the result from the **passed** final examination (**60 % or more**) 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 (**120 points**), called bonus points.

For example:

The student who received 83 points from the final examination and 166 points from all review tests during two semesters gets:

$$81 + 10\% \text{ from } 166 - 120 = 81 + (0.1 \times 46) = 81 + 4.6 \text{ (as bonus points)} = 85.6 \text{ points,}$$

which after rounding gives 86 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 tenth 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 the 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 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 the OLAT platform or in the paper version.
2. For the final exam, students must 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 from the desk except pencils and erasers.
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. A 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 physiology courses 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

Textbook of the course

Silverthorn D. U. Human Physiology (8th Edition), Pearson

Recommended books

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