



## **Katedra i Zakład Fizjologii**

**General Regulations  
of the Department of Physiology  
Poznan University of Medical Sciences**

**§ 1  
General Provisions**

1. The following regulations apply to all forms of education held at the Department of Physiology of the Poznan University of Medical Sciences
2. The Regulations define the organisation and course of the teaching process and the rights and duties of the Department staff and students.
3. The following regulations are in accordance with the Study Rules of Poznan University of Medical Sciences established by resolution 79/2024 of 24 April 2024 and the Code of Ethics of the Student of the Poznan University of Medical Sciences.
4. Furthermore, the Students are subject to the provisions of the Study Regulations, the General Regulations of Occupational Safety and Health, Fire Protection, the Code of Honour and generally accepted standards of conduct, the regulations of the Centre for Innovative Techniques of Education (CITK), the rules of the Center for Medical Simulation (CSM), the observance of the instructions of the Director of the Department, the Coordinator of the subject, the Academic Teachers and the Department staff.
5. Students with medical judgments on disability and related decisions are obliged to inform the relevant Coordinators appointed by the Department of Physiology by 31 October of each relevant academic year.



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### § 2

#### Organization of teaching activities.

1. The teaching activities at the Department of Physiology, include lectures, seminars, laboratory and practical exercises, are in a number consistent with the course of studies of the given direction. Classes can be carried out in the form of:
  - a. Contact learning in the premises indicated by the Department,
  - b. Using remote learning techniques in real time,
  - c. In the form of e-learning materials,
  - d. Student self-education.
2. All classes, irrespective of the form, are mandatory and controlled, i.e. the Student's presence at the classes is verified by the Academic Teacher in any form he chooses.
3. Forms of verification of attendance at classes:
  - a. Presence list,
  - b. Test of current knowledge,
  - c. Control of LMS reports,
  - d. MS Teams presence list generated,
  - e. Activity evaluation in the middle of the class.
4. A student absent from the class must justify and compensate for his absence. The only acceptable form of excuse for absence is to submit to the teaching team within seven days from the end of the absence:
  - a. medical dismissal,
  - b. judicial or police certificate,
  - c. Certificate of Study of Physical Education and Sports,
  - d. certificate of the Office of the JM Rector.
5. The justification of absence, which is the result of a random situation, is the Coordinator of the subject, who is authorized to request the presentation of documents certifying the reason for absence.



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6. The student is obliged to re-take the course:
  - a. Taking classes is possible after prior agreement on the date and form of taking classes with the relevant subject Coordinator.
  - b. It is necessary to take classes by 2 weeks after the end of the absence
  - c. Forms of coursework:
    - 1) joining another designated class group in accordance with the curriculum,
    - 2) theoretical development of a given topic,
    - 3) discussion of a specified scientific publication,
    - 4) creative work on the given topic.
    - 5) consultation with the Teacher.
7. In the event of non-compliance with the time limits for excuses and/or absence, the Student loses the right to participate in the test on a given, undefined topic and is obliged to compensate for the delay within 2 weeks from the date of the test.
8. In the event of an absence settlement, the Student is entitled to receive a test | on the subject in the amendment period.
9. In the absence of a settlement, the Student is not classified from the subject.
10. The student is obliged to have appropriate clothing, including protective clothes, necessary to carry out the practical classes/seminars.
11. Any form of registration using portable electronic devices for teaching courses or consultation with Department staff is prohibited pursuant to article 16, paragraph 5, articles 23 and 35 of the Copyright and Related Rights Act, art. 23 and 24 § 3 of the Civil Code.



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### § 3

#### Credits

1. It is carried out based on presence, substantive assessment, and assessment of knowledge of the provisions of the safety regulation and the regulations of the subject.
2. Assessment of the student's substantive knowledge is carried out by:
  - a. the evaluation of the theoretical preparation for the course,
  - b. activity during the course of the class,
  - c. partial tests and their improvements,
  - d. output test (final) and its improvement,
  - e. zero examination term,
  - f. final examination and its enhancements.
3. The evaluation of knowledge of the regulations of the subject is carried out based on a check-in test of the material discussed during the introductory lecture. It is in the form of a test test (5 questions) or descriptive (2 questions) of a problem nature. The student has the unlimited right to improve the test. Still, his failure to do so may result in his/her not being admitted to practical classes at the Department and the Department of Physiology.
4. The LMS report includes the time the Student logged in on individual eLearning materials.
  - a. The student is obliged to read the materials (in the form of audio-video) posted on the LMS platform according to their duration by 7 calendar days before the commencement of the enrolment. In the event of non-compliance with the above-mentioned deadline, the Student loses the possibility of joining the enrolment test on a given topic and is obliged to join the enrollment on the adjustment deadline after prior fulfillment of the admissibility criterion.
  - b. in case of problems with the ability to reproduce materials (network overload, failure, etc.) The student is obliged to inform the designated staff of the Department immediately (immediately after the event), who are entitled to verify such application by contacting the Internet service provider, energy service providers, administrators of student houses, or employees of the UMP Information Center.



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### **§4**

#### **Evaluation criteria**

1. Presence (disclosed in §2 paragraph 2) taking into account that an unjustified absence is equivalent to the loss of one opportunity to join the test, i.e. the student approaches the subject only once in the amendment period.
2. In case of absence on the partial test and its justification within the time specified above, the Student retains all possibilities of approach to the enrolment, i.e. the first approach in the amending time.
3. The student is obliged to be acquainted with the regulations and regulations of the subject. This knowledge is tested during the enrollment test before the start of practical classes in the department. The test takes the form of a test pass (5 questions) or a descriptive pass (2 questions) of a problem nature. The student has unlimited rights to improve the test. Still, his failure to do so may result in his/her not being admitted to practical classes at the Department and the Department of Physiology.
4. The student is required to prepare theoretically for the course in the field of knowledge contained in the subject sheet placed on the Department's website.
5. The student is evaluated during the course for his commitment and correctness of performing assigned tasks.
6. The partial test includes the material on the theoretical preparation of the Student for the course contained in the subject sheet and the material presented during classes and/or seminars or entrusted for self-education.
7. The output test covers the range of all partial tests.
8. The final examination covers the scope of the material presented during the course (lectures, seminars, laboratory and practical exercises)

### **§ 5**



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### **Theoretical preparation for classes**

1. The student is required to have theoretical knowledge in accordance with the subject card published on the Department's website.
2. These subjects will be posted on the website of the Department by 2 weeks before the beginning of teaching courses on the subject.
3. A student who is not theoretically prepared for the teaching lessons in a given subject may be punished by losing one to three points from a partial test in the given topic or by being excluded from the lessons with the need to complete them.
4. Students who participate actively in classes and distinguish themselves by their knowledge of the background of a group can obtain one to three additional points for evaluating a given topic, provided that they receive a threshold of passing.

### **§ 6**

#### **Partial test**

1. It is carried out after each of the blocks and consists of three independent parts, and has a written form carried on in the Department or in the CITK.
2. Questions for the test can be in the form of descriptive, problem, one- or multiple-choice questions.
3. The student will be informed during the introductory lecture of the form and place of the partial tests, subject to the fact that these arrangements may change for random reasons, and the appropriate Coordinator will notify the Student.
4. Each part is rated on a scale from 0 to 100%
5. To pass the partial test, it is necessary to obtain 60% points
6. If a negative result is obtained, the Student is entitled to a one-time correction of the partial test within the time limit established by the Department.
7. Failure to complete the partial test within the amendment date results in the necessity of joining the final test.
8. The student is required to arrive at the specified place where the test will take place at least 15 minutes before its start.
9. In the event of a delay, the Student loses the right to take over, and this is treated as an unjustified absence, i.e., the student loses one chance of taking over.



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10. In the case of a test carried out by CITK, the regulations of CITC apply.
11. During the partial test, it is prohibited to bring any electronic devices, beverages, and food into the examination room except for medical indications.
12. In case of violation of the rules or attempt to dissolve the test independently, the Academic Teacher has the right to immediately interrupt the test with a negative result.
13. The results of the partial tests shall be published on the department's website within seven working days from the submission date.
14. In the case of tests carried out outside CITK, the Student has the right to view the work within a period not exceeding seven working days from the publication date of the results after prior agreement with the Coordinator of the subject.
15. There is no possibility of improving the given test for a higher rating.

### **§ 7**

#### **Integrative Test**

1. The output test belongs to the Student who has not received a credit based on partial tests.
2. It is conducted before the final examination, has written or oral form performed in the Department or CITK, and includes material from all the partial tests.
3. Questions for the test can be descriptive, problem, one- or multiple-choice questions.
4. The student will be informed in agreement with the Representative of the year about the form and place of the final test.
5. The final test requires 60% of the points.
6. If a negative result is obtained, the Student is entitled to a one-time correction of the final test within the deadline established by the Department.
7. Failure to complete the final test within the amendment deadline results in no classification from the subject.
8. The student is required to arrive at the specified place where the test will take place at least 15 minutes before its start.
9. In the event of a delay, the Student loses the right to take over, and this is treated as an unjustified absence, i.e. the student fails one chance of taking over.



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10. In the case of the test carried out by CITK, the regulations of CITC 11 apply. During the final test, it is prohibited to bring into the examination room any electronic equipment, beverages and food, except for medical indications.
11. In case of violation of the rules or an attempt to dissolve the test independently, the Academic Teacher has the right to interrupt the test with a negative result immediately.
12. The results of the final test shall be published on the Department's website within seven working days from the submission date.
13. In the case of a test carried out outside CITK, the Student has the right to view the work within a period not exceeding seven working days from the date of publication of the results after prior agreement with the Coordinator of the subject.

### **§ 8**

#### **Pre - Term Exam**

1. It is a form of nobilitation for a student who distinguishes himself with knowledge throughout the year, and the exam setting is based on the Coordinator decision.
2. It is an oral examination conducted at the Department of Physiology.
3. Obtaining a negative score obliges the Student to pass the final exam in the first term with the right to improvement.
4. The student can refuse to take the zero test.
5. The Enrollment deadline is agreed upon directly with the student or group of students. Students following an international physician program with NBME exam are not allowed to have pre-term exams.

### **§ 9**

#### **Final exam**

1. The final exam is awarded to a student who has obtained a pass based on a partial test or an output test.





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2. It is written or oral in the Department or CITK and includes material from the whole subject.
3. The final exam can be in one- or two-stage form as the subject coordinator decides.
4. Questions at the final exam can be in the form of descriptive questions, problem questions, or one- or multiple-choice questions.
5. The student will be informed during the introductory lecture of the form and place of the final examination, subject to the fact that these findings may change for random reasons, and the appropriate Coordinator will notify the Student.
6. 60% points are required to pass the final exam.
7. If a negative result is obtained, the Student is entitled to double the final examination within the deadline set by the Department.
8. Failure to complete the final examination within the amending deadline results in failure to finish the subject.
9. The student is required to arrive at the specified place where the exam will take place at least 15 minutes before its start.
10. In the event of a delay, the Student loses the right to attend the final exam, and this is treated as an unjustified absence, i.e., the student loses one chance to approach the final examination.
11. In the case of the final examination conducted by the CITK, the CICK regulations apply.
12. During the final examination, it is prohibited to bring any electronic equipment, beverages, or food into the examination room except for medical indications.
13. In case of violation of the rules or an attempt to pass the final examination independently, the Academic Teacher has the right to immediately interrupt the examination with a negative result.
14. The final examination results are published on the Department's website within seven working days of the examination date.

### **§ 10**

#### **Conditions of enrolment**

1. Achieving 100% attendance at the controlled classes.
2. Acquisition of the settlement test with the HHS and the regulations of the subject



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3. Compilation of all partial tests or final tests.
4. By completion of a partial test, it is understood to obtain a minimum of 60% points from each in the first term or amendment.
5. By completion of the final test, it is understood to obtain a minimum of 60% points in the first term or amendment.
6. A student who has obtained a minimum of 80% of the points by passing a partial test in the first term is entitled to take the examination in the zero term.
7. By passing the exam, it is understood to obtain a minimum of 60% points in the first term or amendment.
8. The final examination is assessed on the scale:

%	Grade	Grade name
0-59,99	2,0	Unsatisfactory
60,00-67,99	3,0	Sufficient
68,00-75,99	3,5	Satisfying
76,00-83,99	4,0	Good
84,00-90,99	4,5	Very Good
91,00-100	5,0	Outstanding

9. The student has the right to double the negative score from the final exam.

### **§ 11**

#### **Additional ruling**

1. The student is obliged to read the news on the subject and the directions on the Department's website.



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2. The Academic Teacher is obliged to reply to mail or MS Teams correspondence within five working days from the date of sending the message.
3. Student and Academic Teachers are obliged to contact using e-mail or MS Teams with the domain ump.edu.pl; i.e. correspondence from other email addresses will be ignored. For International Students, the only email to address the correspondent is [physiology@ump.edu.pl](mailto:physiology@ump.edu.pl). It is forbidden to use other mail without previous Department contact and obtaining instructions.
4. Direct contact with the academic teacher is possible during academic stays, according to the information on the Department's website.
5. The student must provide the appropriate electronic correspondence form. In the email title: index number, case title. In the content of the email: Name, surname, direction and year of study.
6. Messages that do not meet the above (point 5) criteria will be ignored.
7. If a student is delayed in the course, the instructor decides on the possibility of their completion and who has the right to refuse the student's admission and declare his absence unjustified.
8. The teacher has the right to remove the student from the class in case of immediately:
  - a. violation of the rules of health and safety,
  - b. ignoring the instructions of the teacher,
  - c. being in upper clothes,
  - d. having a suspicion of being under the influence of narcotic drugs,
  - e. consciously posing a danger to his or her own health and life, other students and/or the teacher
  - f. recording and recording teaching classes on portable electronic devices.
  - g. violation of the above rules of procedure.
9. The Code of Student Ethics obliges students to wear decent, elegant suits. Therefore, the Coordinator and the Academic Teachers have the right not to allow the Student to attend the exercises, passes, and examinations if his or her suit is inappropriate in their assessment.
10. A student, in the sense of the law of the Republic of Poland, is a person of full age with full social rights. Therefore, any contact of parents and/or legal guardians on behalf of the student will be ignored until documents confirming the student's disqualification/acquisition of representative rights are submitted to the university authorities.

### **§ 12**

#### **Final statements**



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1. The annexe to the above regulations is the preliminary information provided by the Coordinator of the subject detailing the forms of enrolment and evaluation of the students and the internal rules of safety and safety presented to the Students during the introductory lectures and/or the first exercises or seminars.
2. Any issues disputed or not covered by the above regulations will be resolved by the Coordinator of the subject, the Director of the Department and the Department of Physiology based on the General Regulations of the University or the relevant codes of conduct of the Republic of Poland.