



Course Regulations

Physiology

DDS program

§ 1

1. The Regulations specify the organisation and course of the teaching process and the rights and obligations of the Department staff and students for the subject of Physiology.
2. The following regulations are under the Study Regulations of the Karol Marcinkowski Medical University in Poznań, established by resolution 53/2025 of 23 April 2025, and the Code of Ethics for Students of the Karol Marcinkowski Medical University.
3. The coordinator of the course is Prof. Edyta Mądry, MD, PhD, office hours: Tuesday 12:00 – 13:00.
4. The student's **supervisor is Tomasz Hadada, M.Sc.**, office hours: Tuesday 13:00 – 14:00, email: physiology@ump.edu.pl

§ 2

The organisation of teaching activities

1. The course consists of:
 - a. Lectures – 32 h
 - b. Seminars – 0 h
 - c. Laboratories – 18 h
 - d. Self-education – 50 h
2. Participation in all activities **is mandatory, and attendance is monitored** – except during self-study hours.

Forms of attendance verification:

- a. Signing the attendance sheet during on-site classes.
- b. Attendance records generated via Microsoft Teams.
- c. Completion of the control test with a score of 100% serves as confirmation of attendance in the e-learning classes.
- d. The result of the partial test shall serve as a means of verifying student attendance.



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§ 3

Subject assessment and evaluation criteria

Credit

1. To earn the physiology course credit and be eligible to take the Final Exam, a student must obtain a minimum score of **60% on the Qualifying Test**.
2. The Qualifying Test can be repeated **only once**.
3. A student may be **exempted** from the Qualifying Test if they achieve at least **60% of the total points** across all partial tests.

Module tests

1. The module test is composed of partial tests, each covering a specific topic. They serve to evaluate the extent to which students have assimilated the course content delivered through e-learning materials, online and on-site lectures, practical sessions, and self-study hours.
2. During the physiology course, students are required to complete a total of **20 partial tests** distributed across **four scheduled sessions**, held after the completion of each module, in accordance with the physiology course schedule.
3. The partial tests and assessments serve as formative evaluations and **cannot be made up**.
4. Participation in all tests is **obligatory, and attendance is monitored**. The tests are administered as single-answer, multiple-choice questions, either electronically at the CITK Centre (Collegium Anatomicum, 6 Świącicki Street) or in paper format.
5. **Absence** from a test **must be made up** in a form specified by the teacher responsible for the given topic.

Qualifying Test

1. A student may take the Qualifying Test only if they have achieved **100% attendance** in classes at least **7 days prior** to the test date specified in the course schedule.
2. A student who has not met the 100% attendance requirement cannot sit for the Qualifying Test and will **forfeit one attempt**. After making up for the absence, the student may take the test on the designated make-up date.

Integrative test

1. **The integrative test** applies to students who do not obtain course credit based on either the Qualifying Test or the cumulative results of the partial tests.
2. It shall be considered passed if the student achieves a minimum score of 60%. Students who obtain a score below 60% are entitled to **one retake opportunity**.
3. If **failing** the integrative test's retake student is **not allowed to sit for the final exam**.



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Final Exam

1. The final examination will consist of 100 multiple-choice, single-answer questions. The final exam can be made up only twice.
2. The final examination is assessed on the scale:

Percentage Range

%	grade	grade name
0-59,99	2,0	Unsatisfactory
60,00-67,99	3,0	Satisfactory
68,00-75,99	3,5	Fairly good
76,00-83,99	4,0	Good
84,00-90,99	4,5	Better than good
91,00-100	5,0	Very good

§ 4

Regulations Regarding Tests and Exams

1. Students are required to arrive at the designated location where the test or exam will be held at **least 15 minutes prior** to the scheduled start time.
2. In the event of **being late**, the student **loses** the right to take **the module test**. The test cannot be rescheduled or retaken, and the absence must be made up in a form specified by the instructor responsible for the given topic.
3. For module tests administered by the CITK Centre, the CITK regulations apply.
4. During partial tests, it is strictly prohibited to bring any electronic devices, beverages, or food into the examination room, except in cases of documented medical necessity.
5. Any violation of the rules or attempt to answer dishonestly during the test may result in immediate termination of the test and a failing grade, regardless of the number of points earned.
6. The results of partial tests are published on the website of the Department of Physiology no later than seven (7) working days from the date of the test or from the moment the coordinator receives the results from CITK.



§ 5

Attendance Policy and Make-Up Requirements

1. Absence Justification and Make-Up Obligation.

A student who is absent from class is required to justify the absence and make up the missed session. The only acceptable forms of justification must be submitted to the teaching staff within **seven (7) days** following the end of the absence and include one of the following:

- a. A medical certificate.
- b. An official court or police document.
- c. A certified statement confirming a power outage or lack of internet access (applicable to classes conducted remotely).

2. Absences Due to Unforeseen Circumstances.

In cases of absence resulting from unforeseen events, the course coordinator shall determine whether the justification is acceptable. The coordinator is authorized to request supporting documentation verifying the reason for the absence (e.g., a death certificate).

3. Make-Up Requirements.

Students are obligated to make up missed classes within **two (2) weeks** of the end of the absence.

Acceptable forms of make-up include:

1. Attending a designated class with another group aligned with the curriculum.
2. Preparing a theoretical analysis of the assigned topic.
3. Discussing a specified academic publication.
4. Completing a creative assignment on a given topic.
5. Attending a consultation with the teacher, which may include an oral or written assessment of the material covered during the missed class.

4. Consequences of Failure to Make Up Missed Classes.

Failure to make up missed classes results in the loss of eligibility to take the partial test for the corresponding topic, with no possibility to make it up. However, the student is still required to complete the make-up within **two (2) weeks** following the test date in order to receive attendance credit.



§ 6

Course content and delivery methods

A. Lectures:

1. Introduction ([on-site](#))
2. Muscular System (e-learning)
3. Nervous System (e-learning)
4. Autonomic Nervous System (e-learning)
5. Cardiovascular system parts 1, 2 and 3 (e-learning)
6. Respiratory System (e-learning)
7. Urinary System (e-learning)
8. Blood cells and Haemostasis (e-learning)
9. Serology ([on-site](#))
10. Organs of Senses (e-learning)
11. Gastrointestinal System (e-learning)
12. Nutrition ([on-site](#))
13. Thyroid (e-learning)
14. Pancreas ([on-site](#))
15. Hypothalamus-Pituitary Axis (e-learning)
16. Sex Hormones and Reproduction (e-learning)
17. Basics of Immunity ([on-site](#))
18. Water-Ion Balance ([on-site](#))
19. Acid -Base Balance ([on-site](#))

B. Practicals

1. Nervous system ([on-site](#))
2. Muscular system ([on-site](#))
3. Senses ([on-site](#))
4. Cardiovascular system ([on-site](#))
5. Serology ([on-site](#))
6. Respiratory ([on-site](#))

On-site classes and lectures require students to take their own notes.

Please be reminded that **recording** any part of the class without the instructor's explicit consent **is strictly prohibited** and may result in disciplinary action.

The instructor is not obligated to provide students with handouts or presentation materials.



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Points and tests:

	Topic	Classes type	Max points
MODULE 1	Autonomic Nervous System	Lecture	10
	Thyroid/Pancreas	Lecture	15
	Hypothalamus/Reproduction	Lecture	15
MODULE 2	Nervous system	Lecture	10
	Muscular system	Lecture	10
	Senses	Lecture	10
	Nervous system	Practical	8
	Muscular system	Practical	8
	Senses	Practical	8
MODULE 3	Cardiovascular system 1	Lecture	10
	Cardiovascular system 2	Lecture	
	Cardiovascular system	Lecture	10
	Serology / Immunity	Lecture	10
	Blood cells and coagulation, Haemostasis	Lecture	15
	Respiratory system	Lecture	15
	Cardiovascular	Practical	8
	Serology	Practical	8
	Respiratory system	Practical	8
MODULE 4	GI /Nutrition	Lecture	15
	Urinary	Lecture	10
	Water-Ion Balance	Lecture	10
	Acid-Base Balance	Lecture	
TOTAL			213
minimum credit to be exempted from the final test*			128



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§ 7

E-learning and LMS regulations

1. The e-learning materials available on the LMS platform can be accessed 24/7 throughout the entire academic year. Students may use them repeatedly without any time restrictions.
2. To pass the material and **be marked as present**, the student must achieve a score of **100% on the control test**. The test may be retaken an unlimited number of times.

§ 8

Credit Transfer Policy

1. A student may apply for a credit transfer for a course if they have previously received a passing grade in the same or an equivalent course, provided that no more than five (5) years have passed since the completion of that course.
2. The credit transfer application form can be downloaded from the website of the Department of Physiology (www.kzf.ump.edu.pl) → For Students → Files to download).
3. The completed form, along with all required attachments – including the syllabus, course description, and official confirmation of the course completion with the grade – must be submitted to physiology@ump.edu.pl **no later than the end of the second week of classes** in the current semester.
4. The final decision regarding the credit transfer is made by the course coordinator.

§ 9

General Student Responsibilities and Communication Guidelines

1. Students are required to carry a valid student ID card during all classes and examinations.
2. The official channel of communication is the university email system within the @ump.edu.pl domain. Messages sent from other email addresses will be disregarded.
3. Students are obligated to regularly check their email inbox associated with the @ump.edu.pl domain.
4. A student can also communicate with teachers via the MS Teams platform.
5. Students are required to stay informed about course and program updates by regularly visiting the website of the Department of Physiology.
6. Academic staff are required to respond to email or MS Teams messages within five (5) working days from the date the message was sent.
7. Contact with academic staff is possible **during designated office hours**, as indicated on the Department of Physiology website. During these hours, students may communicate in person or via the MS Teams platform.



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8. Students must ensure that all electronic correspondence is properly formatted. The email subject line should include the student ID number and the topic of the inquiry. The body of the email must contain the student's full name, program of study, year of study, and assigned class group. Messages that do not meet the above criteria may be ignored.
9. The Student Code of Ethics requires students to wear an appropriate and respectful outfit that aligns with the nature of the class. Accordingly, the course coordinator and academic staff reserve the right to deny a student participation in classes, assessments, or examinations if the attire is deemed inappropriate (e.g. shorts and a T-shirt during the exam).
10. A student holding a **medical certificate of disability** is required to inform the Course Supervisor **no later than two (2) weeks** after the start of the academic year.

§ 10

Final statements

Any issues that are disputed or not addressed by the above regulations will be resolved by the Course Coordinator.