

## Wewnętrzny regulamin dydaktyczny jednostki

### *Department's Internal Didactic Regulations*

Obowiązujący w roku akademickim <i>Valid in academic year</i>	2022/2023
Pełna nazwa jednostki <i>Full name of the Department</i>	Chair and Department of Physiology
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Kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (academic title, name and surname)</i>	Prof. dr hab. n. med. Andrzej Pawlik
Adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon) <i>Course coordinator (academic title, name and surname, e-mail, phone no.)</i>	Dr n. med. Tomasz Sroczyński Phone. +4891-4661611 e-mail: Tomasz.sroczyński@pum.edu.pl
Kierunek studiów <i>Field of study</i>	Medicine
rok studiów <i>year of studies</i>	II
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Physiology

#### §1

##### Sposób prowadzenia zajęć

##### *Teaching Methods*

1. Physiology activities are conducted in two semesters (IIIrd and IVth) in form of seminars and practical classes (units). All activities are mandatory, knowledge of their content is necessary for crediting both semesters and passing final examination.
2. Seminars and practical classes are scheduled in four series of activities (cycles) covering following important physiological topics. Detailed plan of activities in Department of Physiology is published separately. Student's knowledge is tested at the end of each cycle and graded in scale applicable at the university.
3. Classes include preparation of students for practicals, understanding of the part of programme intended for particular activity, proper performance, interpretation and explanation of tasks introducing to activities in hospital departments (diagnostic tests, assessment of chosen parameters of the cardiovascular and respiratory system, laboratory tests, virtual simulations on model tissues/organs, etc.). Additional element of the class is a short test written by students at the beginning of particular meeting.

#### §2

##### Sposób i formy wyrównywania zaległości, w tym odrabiania zajęć

na skutek nieobecności

***Mode and forms of compensation of missed activities***

1. In the event of absence from any physiology activity, the student is obliged to make it up in term and form suggested by the teacher responsible for the English Course (tutor) or during the last activity of the particular cycle. In opposite case student is not allowed to begin the cycle test, failing the cycle test in first term.
2. It is allowed to make up absent activity with another group of students doing the same topic, after prior consent of the particular student's teacher or tutor. In all remaining cases the date and the form of such the repetitive activity is decided by tutor. In opposite case student is not allowed to begin the cycle test, failing the cycle test in first term.
3. The only acceptable reasons for absence are Dean's and/or Doctor's notes (sick leaves); they have to be shown to the assistant immediately after the end of the absence time and noted in student's evidence.
4. During the semester student is allowed to be absent with no significant reason twice, once from the practice hours and once from the seminar but absences have to be made up in a way mentioned above. Absence (regardless of the reason) from more than four activities per semester makes the credit of the semester impossible.

**§3**

**Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów**  
***Requirements for course completion in order to sit the credit of exam***

1. Criteria of the credit of practice hours (unit) are: knowledge and understanding of the part of programme intended for particular class activity, proper performance, interpretation and explanation of particular tasks introducing to activities in medical departments (diagnostic tests, assessment of chosen parameters of the cardiovascular and respiratory system, laboratory tests, virtual simulations on model tissues/organs, etc.). Students' knowledge is tested every unit in form of short test. In case of failure of the unit student has to make it up during the last activity of the particular cycle. Lack of such condition equals to the failure of the first term of the cycle test.
2. Criterion of the credit of seminars is student's attendance. In case of the absence from seminar, student is obliged to make it up in term and form suggested by the teacher responsible for the English Course (tutor).
3. In case of the failure of any cycle test in first and second term, students have the right to take a re-take (third term of the cycle test) during the essay test performed not later than one week before the end of the didactic period of the academic year.
4. Negative grade of the third term of any cycle test results with the failure of all the physiology course. Student who finally, in all three terms of cycle tests, passes at least two out of four cycles is allowed to apply for conditional credit. Student is allowed to take another test covering previously failed cycle tests, losing the first term of the final exam. Such a test is planned at the beginning of re-take session (in September), before the term of the first re-sit exam (receiving negative grade in first term of the exam – University Regulations §38, point 1).

5. To credit the physiology course in student has to:
- Pass all cycle tests of both semesters.
  - Pass the practical test.
  - Have not more than 4 absent activities in each semester.
  - Make up all absent activities.

#### §4

Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim\*

#### *Principles of attending classes during the academic year\**

1. Student is not allowed to enter Department in case of:
  - a) Being late for more than 20 minutes.
  - b) Not having a lab coat.
2. Student is not allowed to begin/continue activities and asked to leave Department in case of an inappropriate behaviour, contrary to applicable University regulations as well as in case of disruptive, threatening life and property behaviour and glaring lack of personal culture in relation to teachers and other participants.
3. Above mentioned cases are equal to absence from particular University activity.

#### §5

Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów

#### *Forms of credits, exams*

1. Student's knowledge is tested at the end of each cycle and graded in scale applicable at the university (§37 of University Regulations). Students have the right to re-take the failed cycle test. Both (the second and the third) terms of the cycle test are organized at the same time for all students. The first and the second term of the cycle test is a multiple-choice test with key answer. In third term cycle test may be an essay test, multiple choice test with key answer or oral test. Test questions originate from mandatory textbooks, seminars and classes of the physiology course.
2. In case of justified absence on first and/or second term of the cycle test the test (essay test) and date of the retake is decided by the tutor. Such a test has to be performed not later than 2 weeks after the end of the absence time. Not justified absence from cycle test results with the failure of particular term of the test.
3. Physiology programme ends with the practical test to check ability to perform, describe and interpret selected practical tasks, preparing for clinical sciences. Students have to be theoretically prepared, correctly perform, describe, finally interpret particular practical task. Student's answer is graded in scale applicable at the University (§37 of University Regulations). Practical test terminates activities and has to be passed right after the end Physiology course.
4. Physiology examination, in first term is the multiple-choice test with key answer.
5. The type of the test in following terms of physiology examination depends on the number of students who failed previous term (terms) of the exam.

#### §6

Warunki zwalniania z niektórych zaliczeń lub egzaminów

#### *Circumstances of exemption from credits or exams of PMU*

Not applicable.

### §7

Warunki dopuszczenia studenta do egzaminu w tzw. przedterminie, o którym mowa w § 32 ust. 8 regulaminu Studiów

#### *Form of admission to the pre-scheduled examination, referred to § 32 point 8 of Rules & Regulations of PMU*

To take the exam in preterm student has to:

- Obtain average grade minimum 4.5, calculated from results of all cycle tests.
- Receive minimum 4,5 in practical test.
- Make up all absent activities.
- Receive minimum 4,0 in each particular cycle test.

### §8

#### Kryteria oceniania *Assessment criteria*

1. To pass cycle test students have to get minimum 60% of the full score. The final grading is compliant with the §37 of University Regulations.
2. Criterion of the positive grade in exam is minimum 60 % of the maximum score. The final exam grading is compliant with the §37 of University Regulations.

### §9

#### Inne

(jeżeli specyfika przedmiotu wymaga zamieszczenia w regulaminie dodatkowych informacji proszę o zapisanie ich w kolejnych punktach regulaminu)

#### *Additional*

*if specific nature of the subject requires extra information, please add it as a next points of this Regulations*

1. Any sorts of electronic devices able to record and transmit sound and/or vision as well as mobile phones, tablets, earphones, etc. are not allowed to be used while sitting examinations and undertaking assessments. Student possessing such devices will have to leave the room/examination hall, failing assessment. Additionally adequate information will be sent to Dean's Office (Rector's Ordinance 71/2012 and University regulations § 13 points 1, 2, 3).

..... pieczęćka jednostki <i>stamp of the Department</i>	..... pieczęćka i podpis Kierownika jednostki <i>stamp and signature of the Head of the Department</i>
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Opinia: <i>Opinion:</i>  Pozytywna / Negatywna** <i>Positive / Negative</i>	Zatwierdzam: <i>Approved by:</i>
..... pieczęćka i podpis Samorządu Studentów <i>stamp and signature of Students' Parliament Representative</i>	..... pieczęćka i podpis Dziekana <i>stamp and signature of the Dean</i>

\*jeżeli specyfikacja przedmiotu tego wymaga (*if the specification of the subject requires*)

\*\*niepotrzebne skreślić (*delete as not appropriate*)