

Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

Obowiązujący w roku akademickim <i>Valid in academic year</i>	2023/2024
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. +48914661611 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 (3rd and 4th) in form of practical classes (units) and seminars. 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 (§37 Regulation of Studies).
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.). Integral element of the unit is a short entry test written by students at the beginning of the 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. 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.
3. 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.
4. During the semester student is allowed to be absent from activities not more than four times, twice from seminar, twice from classes.
5. Absence (regardless of the reason) from more than four activities makes the credit of the course of physiology impossible.
6. Particular cases of greater number of absences from classes and seminars will be the object of individual treatment. Final decision is taken by the head of the Physiology Department in agreement with the Dean of the Medical Faculty.

§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, §2, p.1).
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, 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 for September, not later than one day before the term of the first re-sit exam (receiving negative grade in first term of the exam – University Regulations §36, point 1).

5. To credit the physiology course student has to:
 - Pass all cycle tests of both semesters.
 - Pass final practical test.
 - Have no more than 4 absent activities per 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 the the class in case of:
 - a) being late by more than 20 minutes,
 - b) lack of proper uniform (neat medical lab coat).
2. Student is not allowed to participate or will be asked to leave the class in case of inappropriate behaviour contrary to Regulations of Studies or other applicable rules or behaviour disrupting activities, endangering health, life and property and also in case of flagrant lack of personal culture in relation to the teacher and other people participating in the activity.
3. Absence from classes because of above mentioned reasons is treated as not justified.

§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. Students have the right to re-take the failed cycle test twice. 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 – the form of that test is decided by the tutor. Test questions originate from mandatory textbooks, seminars and activities 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, performed right after the of the fourth cycle. Its aim is to check performance and interpretation of selected practical tasks being elements of treatment in clinic sciences. To pass this test student has to be prepared theoretically, able to perform, interpret and explain tasks of the test. Students answers are classified according to scale of grades used in University (University Regulations §38).
4. Physiology examination can be taken only by students who passed both semesters and the practical test. In first term, it is a theoretical single-choice test with key answer composed of 60 questions.

5. The type of the test (single-choice, written) in following terms of physiology examination depends on the number of students who failed previous term (terms) and tutor's decision.
6. The final score in first term of the exam is increased by the preferential points calculated dependently on final average grade calculated from all cycle tests and grade got during the practical test (§38, p.7). It is increased by 1 point per every 0.1 of the average beginning with 4.0 (i.e.: average 4,0 gives +1 point, 4.1 gives +2 points, 4.2 gives +3 points, 4.3 gives +4 points, 4.4 gives +5 points).

§6

Warunki zwalniania z niektórych zaliczeń lub egzaminów ***Circumstances of exemption from credits or exams***

1. All cycle tests passed with the grade at least 4.0. final average grade of all cycle tests passed in first terms equal to at least 4.5, at least 4,5 got in practical test and lack of not made-up absences (classes, seminars, e-learning) is the basis for exemption from the exam with the grade 5.0.

§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***

Not applicable.

§8

Kryteria oceniania ***Assessment criteria***

1. To pass cycle test students have to get minimum 60% of the maximum score. Final grading in decided on the basis of University Regulations (§38).
2. Criterion of the positive grade in exam is minimum 60 % of the maximum score (according to University Regulations §37).

§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).

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

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

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