

THE REGULATIONS

Physiology with pathophysiology elements – activities (lectures, seminars, classes) and credit Academic Year 2023/2024

I. General rules:

1. Participation in all forms of activities guided by the Chair and Department of Experimental and Clinical Physiology (both lectures, seminars and classes) is obligatory.
2. Photos, voice or film recordings are forbidden without the lecturer's consent.
3. It's necessary to be on time for the activities – a delay of more than 15 minutes might be considered an unjustified absence (a decision is made by the lecturer).
4. During activities it's forbidden to use the equipment assigned for the classroom without the explicit consent of the lecturer.
5. All dangerous situations shall be reported immediately to the lecturer.
6. Student is obliged to obey the rules of Occupational Safety and Health (OSH) and epidemiological and fire regulations.
7. Students violating the regulations will be expelled from the activities, with the consequence of unjustified absence.

II. The Activities execution:

1. **Activities** of physiology and pathophysiology are held on III and IV semesters with **lectures, seminars and classes** – all the activities are obligatory and the knowledge from all these activities is required for the tests and the final exam.
2. Students need to be substantively prepared for all the seminars and classes; the preparation should be based on the schedule of the classes, seminars and lectures. The lecturers might verify the preparation of the student during the activity.
3. The students are assigned to a certain Group. Switching groups is generally forbidden, but under significant circumstances may be granted and requires the acceptance of the assistant responsible for the didactic (the acceptance can be made after presenting a request with significant circumstances). The request should be sent by 6 p.m. before the day with class or seminar, requests sent after this timeline will be rejected. The request might be rejected even after presenting significant circumstances especially if too many switches had already been done during the certain week. Switching the group by a student on his/her own, without acceptance by the responsible for the didactic results in obtaining the absence, even despite "physical presence" in seminar/class. The permanent switch from one student group to another requires the Dean's approval.

III. Missed activities – the methods of making up the missed classes

1. The material from the missed seminars and classes, independently from the reason and the fact of justification must be assimilated by the student.
2. The presence in the seminars and classes is compulsory. During each block, only **one** permissible unjustified absence is permitted (no matter the class or seminar). Any absence above the aforementioned number needs to be justified (medical statement or statement presenting significant circumstances of absence, e.g. active participation in a medical conference, statement from the Scientific Team). Every absence needs to be made up in the form indicated by the assistant responsible for the didactic. The absence from seminars or classes doesn't release from the obligation to take the MCQ in every week with

seminars and classes. More than one unjustified absence during the Block might cause that a student is sent on Commission Midterm Retake of the Block at the end of the year (without possibility of taking the 1st Term and Retake of the Midterm).

3. In case of impossibility of participation in the activities (when the justification is necessary according to point III.1) student must send a request for justification of the absence by e-mail. A student is obliged to send the request at least 24 hours before the activity.
4. The medical leave justifying the absence on the Midterm must be delivered by the student to the assistant responsible for the didactic in term of 7 working days from the day of issue of the leave, but no later than 3 working days after the term of the Midterm. The additional term of the Midterm will be arranged by the Assistant responsible for the didactic. If passed, such midterm is treated as the 1st term credit.
5. In the request for justification (mentioned in point III.3) name, surname, didactic group, term of the absence and the reason of the absence along with the confirming documents (medical leave or isolation referral ordered by the responsible authorities and others) must be delivered. Failure to deliver the request in the mentioned term results in an unjustified absence from the activity.
6. The absence is considered justified, especially in the case of:
 - i. Referral to home isolation due to SARS-CoV2 infection
 - ii. Circumstances associated with the state of health or disability
 - iii. Insured event
7. All situations that don't apply to the aforementioned scenarios will be treated individually, according to the rules of the Dean and the Head of the Chair and Department of Experimental and Clinical Physiology.

IV. The credit

1. MCQ in every didactic week

- i. Every week, the MCQ (5 questions) on the e-learning platform needs to be completed. There will be 2 trials for the MCQ. Students must take all the MCQs, if an MCQ is not taken the vote from this MCQ is 0 points. The summary vote is calculated before every Midterm MCQ, from the MCQs in all didactic weeks preparing for the certain MCQ (i.e. e.g. summary vote to the 2nd Midterm MCQ is calculated from the MCQs only from weeks 11th-18th).
- ii. The required knowledge to pass the MCQ covers the entire material arranged for the certain week (not only material from the seminars).
- iii. If a summary vote from the MCQs before the certain Midterm MCQ is lower than 60% the oral examination before qualification to the Midterm MCQ is needed.
- iv. If the MCQ isn't prepared on the e-learning platform the Students will be informed and the MCQ will be organized in Classes (on Friday).

2. The midterm

- i. There are 3 didactic blocks during the entire course, each block ends up with the Midterm MCQ
- ii. The Midterm MCQ is the test with 30 MCQ (1st Term). The 60% (18 of 30 points) need to be gained in order to pass the Midterm.

- iii. If the 1st term of Midterm MCQ is failed – the retake (2nd Term) is constructed with the 10 MCQ test
 - iv. If the retake (2nd Term) is failed – the 2nd retake (3rd Term) is organized as an oral examination directly by the assistant responsible for the didactic.
3. **Final exam – 100 MCQs**
- i. The final exam covers the entire material from all **activities (including lectures)** of the course of physiology with pathophysiology elements.
 - ii. The Exam (1st Term) is composed of 100 MCQ questions with 4 answers (only one answer is correct).
 - iii. 60% of points needs to be gained in order to pass the exam and obtain grade 3 (satisfactory). The scoring for the higher grades will be created after the exam, according to the Gaussian curve.
 - iv. In case of failure in the Final Exam – the organization, form and complete criterion for the retake will be issued by the Chair and Department of Experimental and Clinical Physiology.

V. **Epidemiological regulations**

1. Student doesn't participate in the activity in case of:
 - i. Occurrence of infection symptoms: fever (especially over 38°C), cough, headache, fatigue, loss of smell and taste sensation
 - ii. Occurrence of other symptoms related to the health state or disability precluding participation in activities.
 - iii. Occurrence of an insured event

VI. **General considerations**

1. Information on the organization of the activities, consultation timetable, regulations and obligatory teaching material is provided on the e-learning platform and the website of the Chair and Department of Experimental and Clinical Physiology (www.fizjologia.wum.edu.pl)
2. All accessible teaching materials (presentations, lectures etc.) are subject to copyright and are provided only for the students of the Medical University of Warsaw for personal use only. Copying for the purpose of dissemination of the teaching materials is strictly forbidden.
3. In case of disputed situation between the student and the lecturer the student can appeal to the assistant responsible for the didactic.
4. In cases not covered by these regulations the decisive person is the assistant responsible for the didactic with agreement with the Head of the Chair and Department of Experimental and Clinical Physiology.
 - According to the Regulations the entire didactic material from the course must be assimilated by the student:
 - a. Statute of the Medical University of Warsaw
 - b. The Policies and Regulations of the studies on the Medical University of Warsaw based on the Supplement to the Resolution 9/2021 of the Senate of the Medical University of Warsaw of 26 April 2021.