

DEPARTMENT OF PHYSIOLOGY

Internal Rules & Regulations for Students

1. Students shall follow the general rules and regulations at https://www.umb.edu.pl/en/s,9038/Study_regulations-other_regulations
2. The Human Physiology course (labs and seminars) is delivered in the classrooms at the ECF, floor 3.
3. Lectures are delivered through distance learning methods and techniques (recorded lectures will be available on the e-learning platform <https://umbedu.blackboard.com/>) or stationary.
4. Before entering class students are required to change shoes, switch off their phones, audio devices, etc., and leave any outer wear (coat, jacket, etc.) in the cloakroom. A white lab coat is required in class (not provided by the School).
5. Smoking, drinking or eating is not allowed on the entire Department of Physiology grounds.
6. Students shall comply with health, safety and fire protection regulations, which will be presented to them before the beginning of the course, and each student will sign to confirm that they have read and understood these regulations. Any accident that may occur at the Department of Physiology during class shall be immediately reported to the teacher.
7. Students are required to take proper care of any equipment available in training.
8. A student can only leave the classroom with the teacher's permission.
9. Attendance at all lab classes is mandatory. Absence should be excused as soon as possible (within one week), by presenting a sick note in the event of health reasons or a note issued by the competent authority otherwise. A student who was absent (for whatever reason) at $\geq 40\%$ lab classes will not be allowed to take the final exam, i.e. they will receive grade 2 (fail) for the Human Physiology course.
10. Students should be prepared in terms of theoretical background for every session, based on the lectures and mandatory textbooks. All the students will be evaluated on each classes in a written or oral form.
11. Quarterly tests are scheduled in advance, consisting of 30 multiple-choice questions, with min. 9 points required for a pass (0.5 point for each correct answer; only the score for the first attempt will be considered for the final evaluation – see below). Each student has the right to review their test results at the subsequent lab class. Students have the right to retake a test at the specified time, which shall not be later than two weeks after the first attempt. A student who was absent at a quarterly test without a valid excuse will receive grade 2 (fail, 0 pts) and will not be permitted to retake.
12. A pre-exam (test consisting of 60 multiple-choice questions; 1 point for each correct answer; with min. 36 points required for a pass) will be required of students who:
 - do not pass 5 to 9 lab classes; or
 - do not pass 1 or 2 quarterly tests.
13. A student will not be permitted to take the final exam if:
 - they do not pass ≥ 10 lab classes; or
 - they do not pass ≥ 3 quarterly tests; or
 - they do not pass the pre-exam (if applicable)
14. The final exam is scheduled in the summer exam session and consists of 90 multiple-choice questions (1 point for each correct answer). At least 46 points are required for a pass. A student who was absent at a final test without a valid excuse will receive grade 2 (fail, 0 pts) and will not be permitted to retake.

15. Final evaluation of student performance:

- quarterly tests –max. 60 points (15 points each; $4 \times 15 = 60$)
- final exam – max. 90 points
- final grade (total score for the Human Physiology course) – max. 150 points ($60 + 90 = 150$)

16. Student will be graded as follows (final grade):

- 5 (very good)** 135-150 points
- 4+ (good plus)** 120-134 points
- 4 (good)** 105-119 points
- 3+ (fairly good)** - 90-104 points
- 3 (satisfactory)** 76-89 points
- 2 (fail)** < 76 points

17. Each student has the right review their final exam results within seven days after announcement (as scheduled).

18. The final exam retake date will be set by the Head of the Department of Physiology and the procedure is the same as for the final exam (90 multiple-choice questions, 1 point for each correct answer). Retakes will be graded as follows (final grade):

- 5 (very good)** 81-90 points
- 4+ (good plus)** 72-80 points
- 4 (good)** 63-71 points
- 3+ (fairly good)** 54-62 points
- 3 (satisfactory)** 46-53 points
- 2 (fail)** < 46 points

19. A student is not allowed to solve the test nor transfer the answers to the answer sheet (during quarterly tests, exams) after the allocated time expires. If a student failed to oblige this rule the student fails the test.

20. During quarterly tests or final exams, students may not consult any written materials nor communicate with anyone other than the teacher. Additionally the students cannot have on them any electronic devices (e.g. mobile phones, smart watches/bands etc.). All of such devices need to be switched off before entering the lecture hall and left in the place pointed by the teaching assistant. The students will be scanned (with a detector) while entering and during the quarterly tests or final exams (to make sure that no such devices are brought).

21. In any case of violation of the above, a student will automatically fail the quarterly test/exam (no matter if the device was used or just found turned on), and will be expelled from the lecture room.

22. Please do not hesitate to contact your teacher* about any concerns you may have.

*Additional information:

Prof. Adrian Chabowski, PhD (e-mail: adrian@umb.edu.pl, phone 85 748 56 09) is directly responsible for the organization of the teaching process. Please do not hesitate to contact him if there is anything you may need assistance with.