

DEPARTMENT OF PHYSIOLOGY
Internal Rules & Regulations for Students
(2025/2026)

1. A student's attendance is mandatory for all forms of classes (both in-person and online)
2. Lectures are delivered through distance learning methods and techniques (recorded lectures will be available on the e-learning platform <https://umbedu.blackboard.com/>).
3. The Human Physiology course is delivered in the classrooms at the ECF, floor 3.
4. Before entering a classroom 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 for a class (not provided by the University).
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 confirm that they have read and understood these regulations with their signature. Any accident that may occur at the Department of Physiology during a 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 their 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 otherwise a note issued by the competent authority. 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. Coming late for the classes (more than 15 minutes) is considered an absence from classes.
11. 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 class in a written or oral form. A student that failed a class may get the grade up only once within a 14-day period, on consecutively scheduled classes.
12. Each of the **4 quarterly tests** consists of **30 questions** (45 minutes; 1 point for each correct answer). Any concerns regarding the questions may be submitted by the student only during the test (on the back of the answer sheet). Students write each test only once, there is no possibility of retaking the quarterly tests. The student may take each quarterly test only on the designated date (according to the schedule). Students who obtain at least **55 points** from all tests (max. is 120 points; 4×30) are admitted to the exam. Students absent (with a valid excuse) are entitled to retake **one** missed test. Additional credit will be set up after completion of the physiology course. Each student has the right to review their test results at the subsequent lab class.
13. A student who was absent at a quarterly test without a valid excuse (provided within one week) obtains 0 points for the test.
14. A student will not be permitted to take the final exam if:
 - they do not pass ≥ 10 lab classes; or
 - obtain < 55 points from all the quarterly tests
15. If a student has not been admitted to the examination session, it is equivalent to losing the right to take the exam. This results in failing the course and the inability to retake the exam.
16. The final exam is scheduled in the summer exam session and consists of **60 multiple-choice questions** (80 minutes; 1 point for each correct answer). At least **33 points** are required for a pass. A student who was absent at the final exam without a valid excuse will receive **grade 2 (fail, 0 pts)**. The justification of the absence should be submitted to the examiner no later than on the day of the exam, and in exceptional cases within 7 days after the

exam date. Acceptable justifications may include a medical certificate or a statement certified by the Dean regarding an unforeseen circumstance.

17. Additional points are added to the total score obtained in the exam (**only in the primary term and for those students who got at least 33 points on the exam**) in the following cases:

- Achieving **105-120 points** from all the quarterly quizzes – additional **6 points**
- Achieving **95-104 points** from all the quarterly quizzes – additional **3 points**

18. A student has the right to two retake exams. Each retake exam will be conducted in the same format as the first exam (80 minutes; **60 multiple-choice questions**).

19. A student will be graded as follows (final grade for all terms):

- 5 (very good)** 54-60 points
- 4+ (good plus)** 48-53 points
- 4 (good)** 43-47 points
- 3+ (fairly good)** 38-42 points
- 3 (satisfactory)** 33-37 points
- 2 (fail)** < 33 points

20. 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. A student that fails to oblige this rule fails the test (**0 pts**).

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

22. According to the Study Regulations of MUB, during exams and quarterly quizzes, students are not allowed to use or possess any textbooks, notes, or electronic devices (smartphones, smartwatches, calculators, smartbands, wireless headphones, cameras, etc.), even if they are turned off. All such devices brought into the examination room must be turned off (setting to flight mode is insufficient) and left in a designated area. Violating these rules will result in the immediate termination of the exam/quiz and an unsatisfactory grade. Detailed provisions regarding prohibited assistance are included in the Study Regulations and the Rector's Order.

23. When entering the room and during exams, tests and quarterly tests, students will be scanned using a GSM/Wi-Fi/Bluetooth network detector, etc.

24. The results of the tests/exams are communicated to the student within 14 days from the date of the test/exam (published on Blackboard platform in accordance with data protection regulations)

25. In matters not specified in this Regulation, the provisions of The Regulations of First Degree, Second Degree and Uniform Master's Studies at the MUB shall apply.

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

*Additional information:

Prof. Adrian Chabowski, PhD (e-mail: adrian.chabowski@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.