

DEPARTMENT OF PHYSIOLOGY

Internal Rules & Regulations for Students

1. The Human Physiology course (labs and seminars) is delivered in the classrooms at the ECF, floor 3.
2. 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.
3. 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 in class (not provided by the University).
4. Smoking, drinking or eating is not allowed on the entire Department of Physiology grounds.
5. 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 class shall be immediately reported to the teacher.
6. Students are required to take proper care of any equipment available in training.
7. A student can only leave the classroom with their teacher's permission.
8. 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.
9. 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. A student that failed a class may get the grade up only once within a 14-day period, on consecutively scheduled classes.
10. Each of the **4 quarterly tests** consists of **30 questions** (45 minutes; 1 point for each correct answer). Students write each test only once, there is no possibility of retaking the quarterly tests. The student may take each quarterly tests only on the designated date (according to the schedule). Additional takes will not be organized. Students who obtain at least **60 points** from all tests (max. is 120 points; 4 x 30) are admitted to the exam. Students need to take a pre-exam when obtained **30 - 59 points** (from all quarterly tests). Each student has the right to review their test results at the subsequent lab class.
11. A student who was absent at a quarterly test without a valid excuse (provided within one week) is not permitted to take the pre-exam and the final exam.
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
 - obtain **30-59 points** from all the quarterly tests.
13. A student will not be permitted to take the final exam if:
 - they do not pass ≥ 10 **lab classes**; or
 - obtain ≤ 29 **points** from all the quarterly tests; or
 - they do not pass the pre-exam (if applicable)
14. 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.

15. 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 **50 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)** and will not be permitted to retake the exam. 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.

16. Additional points are awarded to the total score obtained in the exam (**only in the primary term and for those students who got at least 50 points on the exam**) in the following cases:

- Achieving **105-120 points** from all the quarterly quizzes – additional **10 points**
- Achieving **95-104 points** from all the quarterly quizzes – additional **5 points**

17. Each student has the right to 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 similar to the final exam (**90 multiple-choice questions**, 1 point for each correct answer).

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

5 (very good) 81-90 points

4+ (good plus) 72-80 points

4 (good) 65-71 points

3+ (fairly good) 57-64 points

3 (satisfactory) 50-56 points

2 (fail) < 50 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.

21. 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.

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

22. The results of quarterly tests and the final exam will be published on Blackboard platform in accordance with data protection regulations.

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

24. 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.