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REGULATIONS FOR CLASSES IN THE SUBJECT

Human physiology with elements of clinical physiology

For students in the 2nd year of the Dentistry program
in the Department of Physiology,
The Faculty of Medical Sciences in Zabrze
in the academic year 2026/2027

Head of the Department: prof. dr. hab. n. med. Jerzy Jochem

Classes for the subject *Human physiology with elements of clinical physiology* are conducted in accordance with the *Regulations of Studies at the Medical University of Silesia in Katowice (ŚUM)*, constituting the Appendix 1 to Resolution 49/2025 of the Senate of ŚUM of July 16, 2025, and these Regulations.

§ 1

Principles of participation in the classes

1. Classes (lectures, seminars, exercises) are held according to the schedule set by the Dean. For remote classes, the Head of the Department may change the schedule; information regarding the date and platform used will be announced on the Department's website *https://fizjozab.sum.edu.pl*.
2. Attendance at all forms of classes (lectures, seminars, and exercises) is mandatory.
3. The student must attend classes with the student group assigned to them for the given academic year or in accordance with the IOS implementation plan approved by the Dean.
4. Students are required to arrive punctually for in-person classes and log in punctually for e-learning classes.
5. Students must come prepared for the class based on the provided reading materials. Lack of preparation will be considered as a failure to pass the class.
6. During classes held at the University, the student is obligated to:
   - maintain medical confidentiality and adhere to data protection laws in line with GDPR,
   - abide by the oath and regulations of ŚUM, including respecting the dignity of all participants in the learning process and upholding the good name of the University,
   - comply with health and safety regulations,

- comply with the rules/regulations in force at the place where classes are conducted (Hospitals, Clinics, UCS, CSM, etc.),
- use personal protective equipment as instructed by the Department.

7. Students must care for the teaching environment, ensuring cleanliness and the proper condition of the equipment used. Any defects should be reported to the academic staff. In the event of damage, an Equipment Damage Report will be prepared. Students are liable for intentional damages.
8. Food consumption and bringing unnecessary personal items into class are prohibited; personal items should be stored in the cloakroom.
9. At the place where classes are held, the Student is obliged to comply with the prohibitions specified in the *Regulations of Studies at ŚUM*, among others:
    - consuming alcohol or being present on University premises under the influence of alcohol,
    - possessing, using, or distributing narcotic drugs and psychoactive substances, or being present on University premises under their influence,
    - bringing onto or using on University premises objects that pose a threat to life or health.
10. The use of electronic devices and audiovisual recording is strictly prohibited during classes and assessments.
11. All teaching materials are protected by intellectual property rights. Any violation (e.g., recording, photographing, copying) will result in disciplinary action.
12. The Student is required to notify the Dean of any cases of violations of the rules and regulations in force at the University.

§ 2

Rules for Excusing Absences and Making Up Classes

1. Every absence from classes must be justified in accordance with § 15 of the *Regulations of Studies at ŚUM*.
2. Missed classes should be made up with another group at a time agreed with the Unit Head or their representative.
3. Regardless of the reason for absence, students must undergo a verification of the acquired learning outcomes under terms set by the Unit Head or their representative.

§ 3

Rules for Completing the Classes

1. The condition for passing the course is attendance in all scheduled forms of classes (lectures, seminars, exercises) and receiving positive grades in all assessment tests (written) that verify learning outcomes:
    a. partial written tests checking **the seminar's** learning outcomes are multiple-choice tests consisting of 10 questions with 5 answers. The student may obtain from 0 to 5 points for each question. The grades for passing the partial written tests are regulated by the *Regulations of Studies at ŚUM*.
    b. positive grade from **exercises** might be obtained based on oral or written answers to questions related to the exercise topic and based on student's performance during exercises (source: Materials for exercises available on MS Teams).
2. In case of a student's absence from an assessment test on the scheduled date, they may attend the next date set by the teacher, which will be treated as a retake.
3. The student has the right to retake each assessment test once.
4. If the student fails the test despite one retake attempt, they are entitled to take a comprehensive assessment test (written) covering the entire material included in the course (lectures/exercises/seminars) before the final exam.
5. The dates of assessment tests are determined by the Head of the Department conducting the course.
6. Failure to attend the assessment test on the date set by the Head of the Department results in the loss of that assessment opportunity.
7. A student who fails to complete a course will not be permitted to take the exam, receiving an unsatisfactory grade.
8. A student has the right to attempt to complete the course before each resit examination date.

§ 4

Final Course Completion Rules (Exam)

1. The form of the final course examination in *Human physiology with elements of clinical physiology* is **an exam** after the third semester.
2. On a given day, the Student may take an exam/graded credit only in one course.

3. A prerequisite for taking the final examination in a course is obtaining credit for all course classes.
4. The date of the final examination is set and announced to Students in accordance with § 19 of the *Regulations of Studies at ŚUM*.
5. Failure to obtain credit for classes or an unexcused absence of the Student from the exam (or one of its parts) on the scheduled date is equivalent to receiving a failing grade on that attempt.
6. The scope of the exam includes materials from lectures, seminars, classes, and the recommended literature. The exam consists of a practical and a theoretical part, taken independently.
7. **The practical part of the exam** consists of:
    a. Written part, mutual for all students (test consisting of 20 single-choice questions evaluating theoretical preparation for practical exercises; graded from 0 to 20 points), carried out remotely at the university, subject to the possibility of changing the form depending on the current epidemiological situation.
    b. Individual part consisting of two randomly chosen practical exercises (to perform and answer all related questions; graded from 2 (ndst = not satisfactory) to 5 (bdb = very good), subject to the possibility of changing the form depending on the current epidemiological situation. In order to take part in the individual part of the practical exam, the Student must obtain at least a passing grade from the written part of the practical exam.
8. **The theoretical part of the exam** consists of a written test examination carried out remotely at the university, subject to the possibility of changing the form depending on the current epidemiological situation. The theoretical examination consists of a single-choice test (70 questions).
   In order to pass the exam, the Student must obtain at least a passing grade in each part.
9. In accordance with the *Regulations of Studies at ŚUM*, for exams conducted in the form of a test, a passing grade is obtained after achieving 65% correct answers.
10. If a Student is unable to attend the exam, they must inform the Examiner immediately, no later than within 3 working days after the reason for the absence has ceased.
11. If a Student receives a failing grade at the first attempt, they are entitled to two resit exams.
12. A resit exam is conducted in the same form as the original exam.
13. The first or second resit exam, upon a written request of the Student or the Examiner, may be conducted as a commission exam. A commission exam is extraordinary in nature and cannot be treated as an additional attempt.
14. The Examiner may allow outstanding Students, whose arithmetic mean of the partial credits (obtained exclusively in the first term) is at least 4.5, to take the theoretical exam early, i.e., before the start of the examination session. A prerequisite for taking the theoretical exam early is obtaining credit for all classes in the course and fulfilling the above-mentioned requirements. A positive grade obtained in an early exam is final.
15. During the exam, the Student is strictly prohibited from contacting other persons, either directly or via electronic devices, and from using any unauthorized materials. Failure to comply with these rules constitutes grounds for interrupting the exam, which is

equivalent to the Student receiving a failing grade, in accordance with § 14 of the *Regulations of Studies at ŚUM*.

16. The exam verifies the achievement of learning outcomes in the areas of knowledge and skills. Therefore, the final grade in the course is based on the results obtained in both parts of the exam (practical (test and tasks) and theoretical) and is calculated as a weighted average. The percentage share is determined by the Examiner in agreement with the Dean and amounts to 30% of the final grade coming from the practical part of the exam and 70% of the final grade coming from the theoretical part of the exam.
17. A positive grade obtained in the exam is final. A resit exam for the purpose of improving an already positive grade is not permitted.

§ 5

Rules for Consultations with the Academic Teacher

Consultations with the academic teacher are conducted according to the schedule available on the Unit's website website http://fizjozab.sum.edu.pl, after agreeing the fact with the academic teacher (i.e., via email).

§ 6

Ongoing Administrative Matters Related to Teaching

1. Matters related to teaching, such as submitting requests for making up classes, should be handled electronically:
    a. contact with the Department's Office: email address: fizjozab@sum.edu.pl,
    a. contact with the Exercise Supervisor, Dr. Katarzyna Michalczyk: e-mail address: katarzyna.michalczyk@sum.edu.pl
2. Electronic correspondence with SUM employees and entities should be conducted via the student's email account.
3. The student is obliged to read messages sent to their account in the domain s…..@365.sum.edu.pl.

§ 7

Disputed issues and those not covered by these regulations will be resolved in accordance with the *Regulations of Studies at ŚUM*, which constitutes Annex No. 1 to Resolution No. 49/2025 of the ŚUM Senate dated July 16, 2025.

§ 8

Depending on the current epidemic situation and the resulting Ordinances of the Rector of the Medical University of Silesia, changes to the mode and form of conducting classes, assessments, and exams may be introduced.

§ 9

The regulations come into effect on October 1, 2026.

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Signature of the Head of the Unit implementing the course

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Signature of the Dean of the Faculty of Medical Sciences in Zabrze