



Department of Human Physiology and Pathophysiology

### **Classes Rules and Regulations Pathophysiology Course**

**for 3<sup>rd</sup> year Medical Students, School of Medicine, Collegium Medicum, University of Warmia and Mazury in Olsztyn**

#### **1. Basic information**

1.1 Classes are carried out by Department of Human Physiology and Pathophysiology.

1.2 Employees responsible for the implementation of the subject:

a. Head of the Department: prof. Mariusz Majewski, DVM, PhD

b. Course Coordinator: Łukasz Jaśkiewicz, MD, PhD, lukasz.jaskiewicz@uwm.edu.pl, (89) 524 53 04

c. Persons responsible for the implementation of Pathophysiology:

- LECTURES
  - prof. Anna Doboszyńska, MD, PhD
  - prof. Marcin Mycko, MD, PhD
  - prof. Sergiusz Nawrocki, MD, PhD
  - prof. Tomasz Stompór, MD, PhD
  - Monika Barczewska, MD, PhD, prof. UWM
  - Natalia Dowgiałło, MD, PhD
  - Łukasz Jaśkiewicz, MD, PhD
  - Wojciech Matuszewski, MD, PhD
  - Małgorzata Stompór, MD, PhD
- SEMINARS
  - Norbert Kwella, MD, PhD
  - Bernard Kordas, DVM
  - Adrian Prowancki, MD
- CLASSES
  - Łukasz Jaśkiewicz, MD, PhD
  - Norbert Kwella, MD, PhD
  - Adrian Prowancki, MD

1.3 . Place and time as well as subjects of classes and colloquiums are specified in documents: classes schedule, syllabus, schedule, subject of classes, which are available on the website of the Department of Human Physiology and Pathophysiology.





1.4 In the event of an epidemic threat, classes may be carried out in whole or in part with the use of ICT techniques via the MS Teams, Moodle or other platforms approved by the University.

1.5 Classroom classes taking place in accordance with the rules of the sanitary regime, in accordance with the Announcements of the Rector of UWM in Olsztyn.

1.6 Due to the unstable epidemiological situation, the method of carrying out and completing individual forms of classes during Pathophysiology Course may change.

## **2. The education in pathophysiology is realised in form of compulsory:**

- a. lectures,
- b. classes (study of pathophysiological mechanisms based on clinical cases in groups of 10 people),
- c. seminars (study of mechanisms in the field of general and clinical pathophysiology in groups of 20-30 people).

## **3. Rules for participation in the Pathophysiology Course**

- a. It is forbidden to: use electronic devices enabling remote communication and other audio-visual equipment, recording, filming or photographing during classes.
- b. During classes, the Student is responsible for the property entrusted to him.
- c. The Student follows the instructor's instructions.
- d. It is forbidden to eat and drink during classes.
- e. Clean safety shoes are required in the training rooms, and it is obligatory to change shoes after coming from outside.
- f. Students are required to prepare for classes in the applicable textbooks and to actively participate in classes and seminars.

## **4. Attendance, certification and making up for absence**

4.1 Presence in **all forms** of Pathophysiology course is mandatory.

4.2 All absences have to be certified.

4.3 Only **2 absences** from classes, colloquiums, seminars and lectures per semester are allowed. Each subsequent absence qualifies the Student to be removed from the list of people attending





classes in Pathophysiology Course. In exceptional random cases (e.g. longer stay in hospital, longer illness), absences from classes, tests, seminars and lectures justified by one sick leave will be treated as one absence. In other random cases, the possibility of completing a course in a given semester will be determined individually with the course coordinator.

4.3 Justification for the absence (sick leave, excuse for the year tutor, dean's leave) should be presented immediately to the person conducting the classes, colloquium or exam, no later than within 7 working days after the termination of the reason for the dismissal.

4.4 Any unexcused absence at lectures, seminars or classes is the basis for removing the Student from the Pathophysiology Course.

4.5 The method of absences authorisation in all forms of Pathophysiology course (including tests and exams) is in accordance with the procedure specifying the principles of justifying absences from classes, exams and credits at the Medical Faculty - Resolution No. 157/2018 of the School of Medicine Council of the Collegium Medicum of the University of Warmia and Mazury in Olsztyn of April 12, 2018. Absenteeism may be certified on the basis of:

- a. illness confirmed by medical certification,
- b. a document signed by the year tutor,
- c. in special cases by members of the Dean's College confirming family and personal events, e.g. accident, participation in a competition, scientific conference.

4.6 How to make up for absences from classes:

- a. The absence from the lecture must be excused, students who miss the lecture will write an additional essay from the lecture content. Failure to pass the essay means failure to pass the lectures and not be allowed to pass the exam.
- b. Absence from classes and seminars must be excused and made up with another group, if this is not possible - an oral or written test with the teacher conducting the classes.
- c. Excused absence from the Colloquium and Exam entitles you to later sit the Colloquium and Exam on the date set by the Coordinator / Examiner, which is treated as the first date in the case of excused absence on the first date (Colloquium and Exam), the second one, in the case of excused absence on the re-sit I (test and exam), and the third, in the case of excused absence, on the second re-sit II (exam).

4.7 Unauthorized absences from classes will result in failure to pass the course, unsatisfactory grades or examinations and the loss of the date on which the Student was absent.





## 5. Rules for passing of Pathophysiology Course

### 5.1 Lectures

a. The topic implemented during lectures may fall within the scope of the colloquium required to pass the semester, while the lectures contents will fall within the thematic scope of the pathophysiology exam.

### 5.2 Classes

a. Classes will be carried out in groups of 10 students, students will be divided into teams of 2 (the composition of the teams will be constant throughout the course of the "Pathophysiology" classes).

b. Analysis of pathophysiological mechanisms based on 5 clinical cases, which students will have to develop in teams of 2 based on the received symptoms and signs and additional tests, and explain during the course the pathophysiological mechanisms leading to a given disease and deviations in the attached tests.

c. The material for each class is available on the Department of Human Physiology and Pathophysiology website.

d. Credit for the classes is based on:

- i. evaluation of the developed clinical case based on the Student's worksheet on a pass/fail scale
  - PASS = 0 points
  - FAIL = **-2 points**

and

- ii. the sum of points from the "short tests" (5 test or descriptive questions), carried out during each class and graded on a scale of 2-5, the grades from the "short tests" are converted on points in relation to:

Grade	Points
<b>5 (very good)</b>	<b>5 pkt</b>
4,5 (good plus)	4,5 pkt
4 (good)	4 pkt
3,5 (satisfactory plus)	3,5 pkt
3 (satisfactory)	3 pkt
<b>2 (unsatisfactory)</b>	<b>0 pkt</b>





- e. The grades obtained from the "short tests" are **not** subject to correction.
- f. The final grade for the classes is the sum of the points obtained from the "short test" during the classes, according to the table below.

#### FINAL EVALUATION - CLASSES

Percentage of points earned	Points	Evaluation
91,5-100%	45,75-50	<b>5 (very good)</b>
83,5-91,4%	41,75-45,74	4,5 (good plus)
75,5-83,4%	37,75-41,74	4 (good)
67,5-75,4%	33,75-37,74	3,5 (satisfactory plus)
60-67,4%	30-33,74	3 (satisfactory)
<60%	<30	<b>2 (unsatisfactory)</b>

g. A student who has not completed compulsory classes, but raises justified reservations as to the impartiality of the assessment or the method of receiving credit, has the right to submit an application to the head of the unit conducting the classes for a verification of knowledge commission. The application is submitted within **3 days** of announcing the results of passing the classes. The head of the faculty organizational unit (institute, chair, department, clinic, study) may order a commission to verify the student's knowledge. The decision of the head of the faculty organizational unit may be appealed to the dean.

h. Knowledge is verified before the commission consisting of the head of the competent organization unit as the chairperson of the commission, the year tutor, two specialists in the subject and a representative of the Student Government. The academic teacher who graded the student whose knowledge is verified by the commission shall not participate in the procedure.

i. The grade given by the commission shall replace the verified grade.

#### 5.3 Seminars

- a. Study of mechanisms in the field of general and clinical pathophysiology in groups of 20-30 people.
- b. The issues discussed at individual seminars will be available on the website of the Department of Human Physiology and Pathophysiology.
- c. Completion of the seminar will be based on the arithmetic mean of the grades obtained from the tests, and the student must receive a positive mark from each test.





d. Colloquium:

- i. The person responsible for conducting the Colloquium is the Course Coordinator - Łukasz Jaśkiewicz, MD, PhD.
- ii. There are 3 tests in the semester checking knowledge in a specific field, they include seminar and practice material and may include lecture material.
- iii. The thematic scope of individual tests will be available on the website of the Department of Human Physiology and Pathophysiology.
- iv. The evaluation of the seminars will be based on the sum of points obtained from the tests. The form of each of the three tests (K1, K2, K3) is a true - false test. The test consists of 16 questions with 5 answers.
- v. The resit date will take place within 5-14 days from the date of the results of the first term of the Colloquium.
- vi. Unauthorized absence at the test is tantamount to a unsatisfactory grade (2.0 – 0 points) for a given date of the test.
- vii. The test may be conducted on-site or with the use of ICT techniques. **When writing a test with the use of ICT techniques, the Student may be asked to provide his desktop or show him around the room in which he is staying.**

e. The final grade for the seminars is the arithmetic mean of the grades obtained from the Colloquiums during the semester, according to the table below.

**FINAL EVALUATION - SEMINARS**

Points	Grade
228-240	<b>5 (very good)</b>
213-227	4,5 (good plus)
198-212	4 (good)
183-197	3,5 (satisfactory plus)
168-182	3 (satisfactory)
<168	<b>2 (unsatisfactory)</b>

f. A student who does not obtain 168 points has the right to take the final exam covering all seminar material in the last week of the academic year. The assessment takes the form of a true-false test covering 80 statements. The student receives a pass - satisfactory mark (3,0), if he/she achieves 70% of correct answers - 56 points.

g. A student who has not completed compulsory classes, but raises justified reservations as to the impartiality of the assessment or the method of receiving credit, has the right to submit an application to the head of the unit conducting the classes for a verification of knowledge commission. The application is submitted within **3 days** of announcing the results of passing the classes. The head of the faculty organizational unit (institute, chair, department, clinic,





study) may order a commission to verify the student's knowledge. The decision of the head of the faculty organizational unit may be appealed to the dean.

h. Knowledge is verified before the commission consisting of the head of the competent organization unit as the chairperson of the commission, the year tutor, two specialists in the subject and a representative of the Student Government. The academic teacher who graded the student whose knowledge is verified by the commission shall not participate in the procedure.

i. The grade given by the commission shall replace the verified grade.

## 6. Exam

6.1 The Pathophysiology Course ends with a written exam, including topics of lectures, seminars and classes material.

### 6.2 Exam Requirements:

a. To pass the semester it is required to pass of:

- lectures,
- classes,
- seminars.

c. The person responsible for conducting the Exam is the Course Coordinator - Łukasz Jaśkiewicz, MD, PhD.

d. "Zero" term exam:

- Students who obtained a very good grade (5,0) from classes and at least good plus (4,5) from seminars and participated in lectures are eligible to take the "zero" term.
- The examination may be in the form of an oral examination consisting of 3 questions (1 question from general pathophysiology and 2 questions from specific pathophysiology), the student must answer each of the questions with at least a satisfactory grade to obtain a pass, or a test consisting of 120 questions with 4 answers, only 1 of which is correct, depending on the number of students (grading scale sub-item i and sub-item h, respectively).
- The final list of Students is approved by the Head of the department and Course Coordinator.

e. Students who obtain a very good grade (5,0) in the classes and a very good grade (5,0) in the seminar and who participated in the lectures are entitled to exemption from the Examination. The final list of students is approved by the Head of the Department and the Course Coordinator.







f. There are three exam dates for a given subject in one semester:

- Date I,
- Date II (re-sit I),
- Date III (re-sit II).

These dates fall respectively in the winter examination session (Date I) and in the winter re-sit examination session (Date II and III).

g. The final date and place of the exam will be given no later than 14 days before the end of the winter semester 2024/2025.

h. The exam takes the form of a one-choice test. The test consists of 120 questions with 4 answers of which only 1 is correct.

#### GRADE - FINAL EXAM

Percentage value of obtained point	Points	Grade
91,5-100%	110-120	<b>5 (very good)</b>
83,5-91,4%	101-109	4,5 (good plus)
75,5-83,4%	91-100	4 (good)
67,5-75,4%	81-90	3,5 (satisfactory plus)
60-67,4%	72-80	3 (satisfactory)
<60%	<72	<b>2 (unsatisfactory)</b>

i. For the Date II and Date III (re-sit I and re-sit II), if the number of revising Students does not exceed 10, the Final Exam takes the form of an oral examination, which consists of 4 questions (1 question from general pathophysiology and 3 questions from specific pathophysiology), The Student must answer each question with at least a satisfactory mark (3,0) in order to obtain a pass.







### FINAL EVALUATION - EXAM - ORAL

Average marks for the questions *	Grade
4,6-5,0	<b>5 (very good)</b>
4,2-4,59	4,5 (good plus)
3,8-4,19	4 (good)
3,4-3,79	3,5 (satisfactory plus)
3,0-3,39	3 (satisfactory)
<b>&lt;3,0</b>	<b>2 (unsatisfactory)</b>

\* with each question to be answered with at least a satisfactory mark (3,0)

j. At the exam, Students must carry an identity card (ID card or student ID).

k. If an unsatisfactory grade is obtained during the exam on Date I, the student has the right to take two re-sit examinations, i.e. on Date II (re-sit I) and Date III (re-sit II) for each failed examination.

l. At the student's request, submitted within **3 days** of the date of the first re-sit examination, in which he or she raises significant reservations as to the impartiality of the assessment or the course of the examination, the second re-sit examination (Date III) shall be conducted as a commission re-sit examination.

m. The Dean appoints a commission to conduct the examination before the commission, which consists of:

- i. the dean (in exceptional cases an academic teacher authorized by the dean) as chairperson of the commission,
- ii. two specialists in the subject of the examination or related specialization,
- iii. year tutor,
- iv. representative of the Student Government.

n. The academic teacher who gave the grade being verified before the commission does not participate in the commission examination.

o. A commission examination may be conducted orally or in writing. If a written form is used, the commission examination consists in checking the examination work by the commission.

p. A commission examination may be considered positive if at least 2/3 of the student's answers to partial questions are assessed as at least satisfactory.

q. A protocol of the examination is prepared and stored in the student's personal file.





- r. The result of the commission examination is the final result..
- s. Obtaining a positive exam grade is a condition for passing the Course.
- t. The Exam may be carried out stationary or with the use of ICT techniques. **When writing the Examination with the use of ICT techniques, the Student may be asked to provide his desktop or show him around the room in which he is staying.**

#### **7. The student has the right to the inspection:**

Colloquiums and Exam may be viewed by students in one, designated by the Course Coordinator.

#### **8. Academic rule of law and honesty:**

The student is obliged to comply with the principles of academic rule of law and honesty (e.g. cheating, cheating on colloquiums, providing information, etc.). In the event of their breach, the Students will be held responsible for the manner in which these rules have been breached. During tests and exams, if the teacher notices that the Student cheats or passes information to other Students, all those who break the principle of honesty in solving tests or examination tests on their own will receive an unsatisfactory grade in the test or exam. In serious cases of violation of the rule of law, the student must take into account the involvement of the Dean or the University Ethics Committee.

**9. Issues not regulated** in the presented regulations of the Pathophysiology course at the Department of Pathophysiology are the responsibility of the Coordinator of Pathophysiology Course and in his absence the Head of the Department of Human Physiology and Pathophysiology.

**10. The regulations of classes are in accordance with the regulations of UWM studies and the procedures in force at the School of Medicine.**

**11. The student is obliged to read the health and safety rules (BHP).**

**12. Before classes, students are required to familiarize themselves with the location of the fire extinguisher in the Department of Human Physiology and Pathophysiology and First Aid Kit in the teaching room. During the course, Students are required to comply with health and safety regulations in force in the teaching rooms.**

*Łukasz Jaśkiewicz, MD, PhD*

*prof. Mariusz Majewski, DVM, PhD*

Coordinator Course

Head of the Department

Olsztyn, 30.09.2024

