

**University of Warmia and Mazury in Olsztyn**  
**Collegium Medicum, School of Medicine**  
*Department of Anatomy and Histology*

**DIDACTIC RULES OF COURSE**  
**“CYTOPHYSIOLOGY”**

For 1<sup>st</sup> year students of Medical Doctor Program,  
School of Medicine, Collegium Medicum, University of Warmia and Mazury in  
Olsztyn, 2025/2026

**1. GENERAL INFORMATION**

- 1.1** Classes are conducted by the **Department of Anatomy and Histology**.
- 1.2** Teachers responsible for the subject:
  - A.** Subject Coordinator: Janusz Godlewski MD, PhD, DSc, prof. UWM; email: janusz.godlewski@uwm.edu.pl.
  - B.** Class and credit coordinator: Jacek Kieżun, PhD.; email: jacek.kiezun@uwm.edu.pl.
  - C.** Lecturer: Prof. Zbigniew Kmiec MD, PhD, DSc; email: zkmiec@gumed.edu.pl
  - D.** Other academic staff teaching the subject: Janusz Godlewski MD, PhD, DSc, prof. UWM; Anna Kowalczyk MD, PhD, DSc, prof. UWM; Agnieszka Śliwińska-Jewsiewicka, PhD; Bartłomiej Kraziński, PhD; Jacek Kieżun, PhD, Marlena Gudelska, PhD, Kasia Kisielewska, PhD.
- 1.3** The course "Cytophysiology" is carried out in semesters I of the first year of studies; 10 hours of lectures and 30 hours of practical classes.
- 1.4** The scope of material, places and dates for particular forms of classes and credits are specified in the following documents: Study Plan, Course Syllabus, Course Schedule and Topics.
  - A.** Topics and dates of individual classes, as well as the scope of material required for classes, colloquia and examinations, are posted on the Department's website, the Moodle platform and in the information display case in the Department headquarters.
  - B.** Presentations from classes and lectures are published successively, according to the class schedule, on the Department's website and the Moodle platform.
- 1.5** Students are required to keep abreast of announcements that will be published via the MS Teams platform and on the Department's website.
- 1.6** A student is obliged to have devices and software necessary to implement e-learning to support the teaching process. A student is obliged to use an e-mail address and mail from UWM domain, use MS Teams and Moodle platforms.
- 1.7** During the classes students are obliged to follow the instructions of the academic teachers who conduct the classes.
- 1.8** Recording and/or distribution of presentations, materials from classes, lectures is prohibited by copyright.
- 1.9** In the event of exceptional circumstances individual provisions of the regulations may change.

**2. REGULATIONS OF STUDENT’S PARTICIPATION IN THE CLASSES.**

- 2.1** Practical classes are conducted stationary in the microscope laboratories of the Department. The teaching process is supported by tablets and remote education systems based on MS Teams platform (communication), Moodle (teaching materials, practical tasks, practical tests and colloquia) and CaseCenter (virtual digital microscopy).
- 2.2** During practical classes, the student is required to behave appropriately and to wear protective clothing in accordance with the "Microscope Laboratory Regulations".
- 2.3** The student is obliged to prepare for each class from the current exercise and previously held exercises of the recommended literature (given in the Schedule and Topics of classes and the literature list), lectures, and supplementary lectures (published .pdf files).

2.4 During the practical classes, students perform practical tasks, the content of which is available on the Moodle platform (file .pptx).

### 3. CLASS ATTENDANCE, EXCUSING AND MAKING UP ABSENCES.

3.1 Attendance at all forms of classes, practical classes, colloquia, lectures is mandatory and will be checked.

#### 3.2 All absences must be excused.

3.3 Students are required to attend classes only with the group to which they are assigned by the Dean's Office.

#### 3.4 PROCEDURE FOR EXCUSING ABSENCES FROM CLASSES.

A. In the case of the student's absence from the classes or colloquium, within 3 days from the end of the sick leave, the student must submit to the Department's Secretary Office a certificate of illness or other important event.

B. In the event of excused absence from the lecture, the student is required to pass the lecture material. The credit for the missed lecture will be in the form of written (open questions) from the material of the given lecture after the end of the lecture cycle in a given semester.

#### 3.5 PROCEDURE FOR MAKING UP ABSENCES FROM CLASSES

A. Classes missed due to excused reasons should be made up with another group. If it is not possible to make up the classes, the student should take the overdue written short test and submit the overdue practical task using virtual materials provided by the teacher.

B. If a student misses a colloquium for excusable reasons, he/she must take the colloquium at a date designated by the Course Coordinator.

#### 3.6 PROCEDURE FOR UNEXCUSED ABSENCES

A. Unexcused absences are not accepted and cannot be made up and given credit.

B. Unexcused absences during practical classes will result in no percentage points (zero) for the class and short test

C. An unexcused absence from an theoretical colloquium will result in a failing grade (2.0).

D. In the case of two or more unexcused absences (the sum of absences from lectures, classes and colloquia is included), the student may be removed from the list of students attending the course "Cytophysiology".

### 4. REQUIREMENTS FOR PASSING THE COURSE "CYTOPHYSIOLOGY"

#### 4.1 SHORT TESTS and PRACTICAL TASKS

A. A short test on a given topic is carried out at the beginning of the classes (5 open questions, included 2 open questions on the presented diagrams/figures, 8 minutes, 1 point each for a correct answer).

B. In the case of classes using a microscope the student shall perform a practical task. The completed task should be submitted via Moodle system within 48 hours from the end of the class. The practical task is graded on a scale from 0 to 4 (4 points for a faultless task). If the task is not submitted or is submitted after the deadline, the mark is 0 (zero) points.

C. The grades from short tests and practical tasks cannot be corrected

#### 4.2 THEORETICAL COLLOQUIUM

A. After all lectures and classes theoretical colloquium is organized (60 questions: 40 test questions - one-choice test, 8 short answer questions and 12 open questions on the 6 presented diagrams/figures; 1 point each for a correct answer, 80 minutes).

B. All Students are allowed to participate in the theoretical colloquium.

#### 4.3 CRITERIA OF CREDITING FOR COURSE "CYTOPHYSIOLOGY"

A. To pass the Course, two requirements must be met simultaneously:

1) a minimum of 60% of the points obtained for the classes (short tests + practical tasks) and

2) a minimum of 60% of the points obtained for theoretical colloquium.

B. For Students meeting the criteria of 4.3 A, the grade for the course is determined on the basis of the arithmetic mean of the averages for the short tests and theoretical colloquium. The following grading scale is applied:

less than 60% - grade 2.0

60-69% - grade 3.0

70-77% - grade 3.5

78-85% - grade 4.0

86-93% - grade 4.5

#### 4.4 REVISION COLLOQUIUM

- A. For students who have not fulfilled the requirements of the regulations at the end of a given semester, revision theoretical colloquium (additional retake credit) is organized.
- B. In the case of students who have very low grade point averages from classes and/or who have not completed practical tasks on time, the Head of Department may refuse to allow additional credit.
- C. The additional retake credit (consists of theoretical part, similar to theoretical colloquium) is organized in accordance with the rules described in the section on theoretical colloquium. The pass mark is 60% of the correct answers.
- D. **After obtaining the consent of the Head of Department**, Students who do not pass the additional retake credit can take the last additional retake credit. The credit can be given in an oral form - at the discretion of the Department Head.
- E. Students who did not pass the last additional retake credit (grade 2.0) must repeat the whole failed course "Cytophysiology" – must attend lectures and classes, credit all short tests and theoretical colloquium, and perform practical tasks.

#### 5. DEFINING THE RULES OF ACCESS TO PARTICULAR FORMS OF CREDITS.

A student who has failed a theoretical colloquium within 3 days of the publication of the results can ask his/her teacher to check his/her answer sheet. The Head of Department sets the date for all interested Students.

#### 6. ACADEMIC INTEGRITY AND HONESTY

During short tests and colloquium it is forbidden to communicate or use any teaching aids, means of communication and electronic devices equipped with a camera and/or camcorder. In the event of a breach of these rules, a failing grade will be applied and the case may be referred to the University Disciplinary Committee.

- 7. **Issues not covered by the presented course regulations. Resolution of issues not covered by the regulations belongs to the Head of the Department of Anatomy and Histology .**
- 8. **Didactic Rules of the course are in accordance with the *Study Rules and Regulations of the University of Warmia and Mazury in Olsztyn* and the procedures of the Faculty of Medicine.**
- 9. **The student is obliged to get acquainted with and follow the Health and Safety Rules at the place of classes as well as resolutions of *General Data Protection Regulation (GDPR)*.**

Olsztyn, 25th September 2025