



Department of Human Physiology and Pathophysiology

Rules and Regulations Pathophysiology Course

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

1. General Information

1.1 Classes are conducted by the Department of Human Physiology and Pathophysiology.

1.2 Staff responsible for the delivery of the course:

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 conducting individual types of classes according to the timetable:

- LECTURES
 - prof. Anna Doboszyńska, MD, PhD
 - prof. Sergiusz Nawrocki, MD, PhD
 - prof. Tomasz Stompór, MD, PhD
 - Natalia Dowgiałło-Gornowicz, MD, PhD, prof. UWM
 - Jolanta Kiewisz, M.Sc, PhD, DSc, prof. UWM
 - Agnieszka Skowrońska, DVM, PhD, DSc, prof. UWM
 - Łukasz Jaśkiewicz, MD, PhD
 - Wojciech Matuszewski, MD, PhD
- SEMINARS
 - Norbert Kwella, MD, PhD
 - Bernard Kordas, DVM
 - Adrian Prowancki, MD
- CLASSES
 - Norbert Kwella, MD, PhD
 - Adrian Prowancki, MD

1.3 The location, schedule, and subject matter of the various types of classes and assessments are specified in the following documents: syllabus, timetable, and list of class topics, 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 conducted in whole or in part using information and communication technologies via the MS Teams, Moodle, or other platforms approved by the University.





2. All forms of Pathophysiology classes are mandatory:

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

3. Rules of Student Participation in Each Form of Pathophysiology Course

- a. The following are prohibited: use of electronic devices enabling remote communication, other audiovisual equipment, recording, filming, or photographing during classes.
- b. During classes, the student is responsible for any entrusted property.
- c. The student must follow the instructions of the class instructor.
- d. The consumption of food and beverages during classes is prohibited.
- e. In practical classrooms, clean protective footwear is required; changing shoes upon arrival from outside is mandatory.
- f. Students are required to prepare for classes using the prescribed textbooks and to actively participate in practical classes and seminars.

4. Attendance, Rules for Excusing and Making Up Absences

4.1 Attendance in **all forms** of classes is mandatory.

4.2 All absences must be justified.

4.3 Only **two absences** in total from practical classes, tests, seminars, and lectures are permitted per semester. Any subsequent absence qualifies the student for removal from the list of participants in practical classes for the course “Pathophysiology.” In exceptional random cases (e.g., extended hospitalization, prolonged illness), absences from practical classes, tests, seminars, and lectures justified by a single medical certificate will be counted as one absence. In other random cases, the possibility of passing the course in the given semester will be determined individually with the course coordinator.

4.4 Justification of absence (medical certificate, statement from the year tutor, dean’s leave) must be submitted without delay to the instructor of the class, assessment, or examination, no later than seven working days after the reason for the absence has ceased.

4.5 Any unexcused absence from lectures, seminars, or practical classes shall result in the student’s removal from the “Pathophysiology” Course.





4.6 The method of absences authorization 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.

4.7 Procedure for making up missed classes:

- a. Absence from a lecture must be excused. Students who miss a lecture must write an additional essay on the subject matter of the lecture. Failure to pass the essay shall mean failure to pass the lectures and denial of permission to take the examination.
- b. Absence from practical classes and seminars must be excused and made up with another group; where this is not possible – an oral or written assessment shall be conducted by the instructor of the given class.
- c. An 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 shall be treated as the first attempt in the case of an excused absence from 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).

4.8 Unexcused absences from classes shall result in failure of the course; in the case of assessments or examinations, the student will receive a failing grade and lose the scheduled attempt on which they were absent.

5. Rules for passing of Pathophysiology Course

5.1 Lectures

- a. Topics covered during lectures may be included in the scope of midterm tests required to pass the course; material delivered in lectures is also included in the thematic scope of the final “Pathophysiology” examination.

5.2 Classes

- a. Classes are conducted in groups of 10 students. Students are divided into permanent 2-person teams for the entire duration of the “Pathophysiology” course.





- b. Analysis of pathophysiological mechanisms is based on **five clinical cases**, which students must prepare in their teams using the provided medical history, physical examination results, and additional tests, and explain during classes the pathophysiological mechanisms leading to the disease and abnormalities in the attached investigations.
- c. The thematic scope of materials for each practical class is available on the website of the Department of Human Physiology and Pathophysiology
- d. The person responsible for passing requirements in practical classes is **Adrian Prowancki, MD**.
- e. Credit for the classes is based on:
- Evaluation of the prepared clinical case according to the Student's worksheet, graded on a pass/fail scale:
 - PASS = 0 points
 - FAIL = **-2 points**

and

- Total points from the "short tests" (5 test or open questions), conducted during each class, graded on a scale 2–5, with grades converted into points as follows:

Grade	Points
5 (very good)	5 points
4,5 (good plus)	4,5 points
4 (good)	4 points
3,5 (satisfactory plus)	3,5 points
3 (satisfactory)	3 points
2 (fail)	0 points

- f. Grades obtained in the "short tests" are **not** subject to improvement.
- g. The final grade for the classes is the sum of the points obtained from the "short test" during the semester, calculated according to the table below.

FINAL EVALUATION - CLASSES

% of total points	Points	Grade
91,5-100%	45,75-50	5 (very good)
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	2 (fail)





h. Students who do not obtain 30 points are entitled to take a final term, covering all the class material in the last week of the academic year. The final term takes the form of a test consisting of 50 questions (5 questions from each class) with 4 answers, only 1 of which is correct. Students pass the exam with a satisfactory grade (3.0) if they achieve 60% correct answers – 30 points. Adrian Prowancki, MD, is responsible for the final term.

i. 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.

j. 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.

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

5.3 Seminars

a. Study of mechanisms in general and clinical pathophysiology conducted in groups of 20–30 students.

b. Topics discussed in each seminar are available on the website of the Department of Human Physiology and Pathophysiology.

c. Passing the seminar is based on the total number of points obtained from midterm tests during the semester.

d. The person responsible for passing requirements in seminars is **Adrian Prowancki, MD**.

e. Midterm tests – Colloquiums:

- i. Content responsibility:
 - Test 1 (K1) – Bernard Kordas, DVM
 - Test 2 (K2) – Łukasz Jaśkiewicz, MD, PhD
 - Test 3 (K3) – Adrian Prowancki, MD.
- ii. Three midterm tests are scheduled per semester, each covering a specific thematic scope including seminar and practical class content, and may also include lecture material.
- iii. Thematic scope for each test is available on the Department's website.
- iv. The format of each test is true/false, consisting of 16 questions with 5 statements each.
- v. A make-up test for excused absences is held within 5–14 days after the publication of results for the given test.
- vi. Unexcused absence from a test results in **0 points** for that test.





- vii. Tests are **not** subject to improvement.
- viii. Tests may be conducted in-person or using telecommunication technologies. **During an online test, the student may be asked to share their screen or show the surroundings of the room they are in.**

f. The final grade for seminars is based on the sum of points from all midterm tests according to the table below:

FINAL GRADE – SEMINARS

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

g. A student scoring below 168 points has the right to take a final make-up test (“final term”), covering all seminar material, in the last week of the academic year. The test is in the true/false format, with 80 statements. The student passes with a grade of satisfactory (3.0) if achieving at least 70% correct answers (56 points). Adrian Prowancki, MD, is responsible for the final term.

h. 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.

i. 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.

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

6. Exam

6.1 The course “Pathophysiology” concludes with a **written examination** covering lecture, seminar, and practical class material.

6.2 Conditions for admission to the examination:

a. Admission requires passing all compulsory instructional components:





- lectures,
 - classes,
 - seminars.
- b. The person responsible for conducting the Exam is Łukasz Jaśkiewicz, MD, PhD – Course Coordinator.
- c. Persons responsible for preparing the examination:
- Date I: Łukasz Jaśkiewicz, MD, PhD
 - Date II (re-sit I): Jakub Ruść, MD
 - Date III (re-sit II): Łukasz Jaśkiewicz, MD, PhD and Bernard Kordas, DVM
- d. “Zero” term exam:
- Eligible students: those who obtained a final grade of very good (5.0) in classes and good plus (4.5) in seminars, and attended lectures.
 - Format:
 - Oral (three questions: 1 from general pathophysiology and 2 from specific pathophysiology; student must answer each at least satisfactorily to pass) or
 - Multiple choice test (120 questions; 4 options, 1 correct) — format depends on number of students (grading scales as in points h and i).
 - Final list of eligible students is approved by the Head of Department and Course Coordinator.
- e. Exemption from examination: granted to students who obtained very good (5.0) in both classes and seminars, and attended lectures. Final list approved by the Head of Department and 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 2025/2026.
- h. Examination format: single-correct-answer multiple-choice test (120 questions; 4 options, 1 correct).





FINAL GRADE – WRITTEN EXAM

Percentage value of obtained point	Points	Grade
91,5-100%	110-120	5 (very good)
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	2 (fail)

i. For the second and third terms (first and second retakes), if the number of students retaking the exam does not exceed 10, the exam is oral: 4 questions (1 from general pathophysiology and 3 from specific pathophysiology); the student must answer each at least satisfactorily to pass.

FINAL GRADE – ORAL EXAM

Average marks for the questions *	Grade
4,6-5,0	5 (very good)
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)
<3,0	2 (fail)

* Each question must be answered with at least a satisfactory grade (3.0)

j. Students must present valid identification (ID card or student ID) during the examination.

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 examination may be conducted in person or using information and communication technologies. During an online examination, the student may be asked to share their computer screen or show the surroundings of the room in which they are located.

7. Review of Midterm Tests and Exams

7.1 Students have the right to review the graded answer sheet from a midterm test and from the examination. These may be reviewed at a single date and time designated by the Course Coordinator.

7.2 Immediately after the examination, students may submit objections or comments regarding exam questions using forms prepared by the Department. All doubts will be resolved by two specialists.

8. Academic Integrity

Students are obliged to observe the principles of academic integrity (e.g., no cheating, no copying during tests, no sharing of information). If these principles are violated, students will be held accountable in proportion to the nature of the violation. During midterm tests and examinations, if the instructor observes that a student is cheating or passing information to other students: All individuals violating the principle of independent work will receive a failing grade for that particular test or examination. In serious cases of misconduct, the student must expect the involvement of the Dean or the University Ethics Committee.

9. Unregulated Matters

Any matters not covered in these Regulations for the "Pathophysiology" course, conducted by the Department of Human Physiology and Pathophysiology, remain within the competence of the Course Coordinator, and in their absence, the Head of Department.

10. These Regulations comply with the University of Warmia and Mazury Study Regulations and the procedures in force at the School of Medicine.





11. Health and Safety Requirements. The student is obliged to become familiar with the health and safety regulations applicable to the location where classes are conducted.

12. Fire Safety and First Aid Preparedness. Prior to classes, students must locate the fire extinguisher in the Department of Human Physiology and Pathophysiology and the first aid kit in the teaching room. During classes, students must comply with the health and safety regulations applicable to teaching rooms.

Łukasz Jaśkiewicz, MD, PhD

Coordinator Course

prof. Mariusz Majewski, DVM, PhD

Head of the Department

Olsztyn, 30.09.2025

