

CYTOPHYSIOLOGY COURSE REGULATIONS

for first-year medical students; academic year 2026/2027

1. GENERAL INFORMATION

- 1.1** The course is provided by the **DEPARTMENT OF ANATOMY AND HISTOLOGY**.
- 1.2** **STAFF INVOLVED IN THE CYTOPHYSIOLOGY COURSE**
 - A.** Course Coordinator: Janusz Godlewski, MD, PhD, DSc, Prof. UWM, e-mail: janusz.godlewski@uwm.edu.pl
 - B.** Practical Classes Coordinator: Jacek Kieżun, PhD, e-mail: jacek.kiezun@uwm.edu.pl
 - C.** Lectures: Zbigniew Kmiec, MD, PhD, DSc, Professor, e-mail: zkmiec@gumed.edu.pl
 - D.** Academic teachers conducting practical classes: Janusz Godlewski, MD, PhD, DSc, Prof. UWM; Jacek Kieżun, PhD; Bartłomiej Kraziński, PhD; Agnieszka Śliwińska-Jewsiewicka, PhD; Katarzyna Kisielewska, PhD; Marlena Gudelska, PhD.
- 1.3** The course is taught in the first semester and includes 10 hours of lectures and 30 hours of practical classes.
- 1.4** The place, time, and topics of individual classes and assessments are specified in the study plan, syllabus, schedule, and course topics. The topics and dates of classes, assessments, and examinations, as well as the required material for practical classes and colloquia, are published on the Department website, Moodle, and the information board located in the Department.
- 1.5** Practical class presentations and lecture materials are published on Moodle according to the course schedule.
- 1.6** Students are required to regularly check announcements published via MS Teams.
- 1.7** Students should have the devices and software required for e-learning supporting the teaching process. Students are required to use their UWM university e-mail account and have access to MS Teams and Moodle.
- 1.8** During classes, students are required to follow the instructions of the academic teachers conducting the classes.
- 1.9** In exceptional circumstances, individual provisions of these regulations may be subject to change.

2. PRACTICAL CLASSES

- 2.1** Practical classes are conducted in the Department's microscopy laboratories. The teaching process is supported by computers and remote-learning systems based on MS Teams (communication), Moodle (teaching materials, practical tasks, and short tests), and CaseCenter (virtual digital microscopy).
- 2.2** During practical classes, students are required to behave appropriately and wear protective clothing in accordance with the "Microscopy Laboratory Regulations."
- 2.3** Students are required to prepare for each practical class and know the current material based on the required literature (as specified in the schedule and course topics) and lectures (materials published as PDF files).
- 2.4** During practical classes, students complete practical tasks. The task template is available on Moodle as a PPTX file.

3. ATTENDANCE, EXCUSING ABSENCES, AND MAKING UP MISSED CLASSES

- 3.1** **Attendance at all forms of instruction, including practical classes, lectures, and colloquia, is mandatory and will be checked.**
- 3.2** All absences must be excused.
- 3.3** Students are required to attend classes only with their assigned practical class groups.

3.4 PROCEDURE FOR EXCUSING ABSENCES

- A.** A student must excuse an absence with the teacher conducting the class as soon as the reason for the absence no longer applies, but no later than within 7 calendar days. The student must provide a document confirming the reason for the absence: a medical certificate or, in the case of other important unforeseen circumstances, an excuse issued by the year tutor or the Dean/Vice-Dean.

3.5 MAKING UP MISSED CLASSES

- A.** An excused absence from a practical class must be made up with another group. If this is not possible, the student must complete the missed short test and practical tasks during the final practical class.
- B.** If a student misses a colloquium for an excused reason, the student must take the colloquium on a date set by the Course Coordinator.

3.6 PROCEDURE IN THE CASE OF AN UNEXCUSED ABSENCE

- A.** Unexcused absences cannot be made up or otherwise completed.
- B.** An unexcused absence from a practical class results in 0 points for that class.
- C.** An unexcused absence from a colloquium results in a failing grade (2.0).

- 3.7 In the case of **THREE OR MORE ABSENCES** from practical classes, including excused absences, it is not possible to verify the required learning outcomes. **THE STUDENT WILL RECEIVE “NOT QUALIFIED” STATUS AND WILL NOT OBTAIN COURSE CREDIT.**
4. **COURSE CREDIT REQUIREMENTS**
- 4.1 **SHORT TESTS AND PRACTICAL TASKS**
- A. A short test in Moodle consists of **5 open-ended questions**, which may also refer to figures. Each correct answer is worth 1 point. The short test lasts 5 minutes. Questions are displayed one at a time, and students cannot return to previous questions.
- B. **During each practical class, the student completes a practical task.** Before leaving the classroom, the student uploads the current editable PPTX version to the designated Moodle activity (“Practical Task – Draft Version”) and makes sure that the file has been saved in the system. The student may then download the file from Moodle and complete or revise the task outside class. The final PDF version must be uploaded to a separate Moodle activity (“Practical Task – Version for Grading”) within 48 hours after the end of the class. **The final version is graded on a scale of 0 to 3 points**; 3 points are awarded for a task completed without errors. Practical tasks containing numerous or major errors, or failure to upload the PDF file by the deadline, result in 0 points.
- C. A total of 38 points may be obtained (short tests and practical tasks).
- D. Grades for short tests and practical tasks cannot be improved.
- 4.2 **THEORETICAL COLLOQUIUM**
- A. After completion of the lectures and practical classes, a theoretical colloquium is held. It consists of three separate parts: 16 questions based on 8 diagrams or figures — 1 point per question; time: 20 minutes; 12 short open-ended questions — 1 point per question; time: 12 minutes; 4 descriptive questions — 3 points per question; time: 18 minutes. A total of 40 points may be obtained. The total colloquium time is 50 minutes.
- B. **Students are EXEMPT from the theoretical colloquium if they obtain at least 92% (=35 points) of the total points available from the practical classes** (including short tests and practical tasks). They obtain course credit based on their practical class score, with a final grade of 5.0.
- C. All other students must take the theoretical colloquium.
- 4.3 **COURSE CREDIT**
- A. **For students who take the theoretical colloquium, the final percentage score** is the weighted average of two percentage scores: the practical class score (50%) and the theoretical colloquium score (50%). The final score is calculated using the following formula: (practical class percentage + theoretical colloquium percentage) / 2. The final score is rounded to the nearest whole percent according to standard mathematical rounding rules.
- B. **A condition for obtaining course credit is a final score of at least 60%.**
- C. **The final score is converted into a grade according to the following scale:**
- below 60% – grade 2.0
 - 60–69% – grade 3.0
 - 70–77% – grade 3.5
 - 78–85% – grade 4.0
 - 86–91% – grade 4.5
 - 92% or higher – grade 5.0
- 4.4 **RETAKE COLLOQUIA**
- A. Students who do not obtain course credit on the first attempt are entitled to **two retake colloquia**.
- B. **A condition for obtaining course credit at a retake colloquium is obtaining at least 60% of the points available in the retake colloquium.** Students who meet this condition receive a grade of 3.0, unless the weighted average calculated from the practical class percentage and the average percentage score from the theoretical colloquium and retake colloquium/colloquia results in a higher grade. In that case, the grade is determined according to the scale specified in Section 4.3.C.
- C. The colloquium on the second date (first retake colloquium) is written and has the same format as the theoretical colloquium on the first date.
- D. The colloquium on the third date (second retake colloquium) may be written or oral. The format is determined by the Course Coordinator.
- E. **A student who does not obtain course credit (grade 2.0) and repeats the course is required to complete the entire Cytophysiology course again, including all lectures, practical classes, and assessments.**

5. REVIEW OF COURSE CREDIT RESULTS

A student may ask the teacher to review their answer sheet within 3 days after the results are published. The Course Coordinator sets the date of the review.

6. ASSESSMENT RULES AND ACADEMIC INTEGRITY

During assessments, communicating with other persons and using unauthorized study aids or communication devices is prohibited.

During a short test or colloquium, students may use the provided workstation only to submit answers in Moodle. Using other websites, search engines, applications, files, or communication tools during this time is prohibited. Violation of these rules results in termination of the short test or colloquium and a score of 0 points.

During colloquia, students are strictly prohibited from having any electronic devices with them, particularly devices that allow remote communication or contain a camera, microphone or headphones/earphones. Possession of an unauthorized device during a colloquium constitutes a violation of this rule and results in termination of the assessment and a score of 0 points.

Recording practical classes, lectures, or consultations in any form is prohibited.

Distributing presentations and materials from practical classes and lectures without permission from the authorized persons is prohibited.

- 7. Matters not covered by these regulations are decided by the Head of the Department of Anatomy and Histology.
- 8. These course regulations comply with the UWM Study Regulations and the procedures applicable at the School of Medicine.
- 9. Students are required to become familiar with the health and safety rules applicable at the place where classes are conducted and with GDPR regulations.

version: October 1, 2026