

## Regulations of classes in Cytophysiology for students of medicine:

### Organization of classes

1. The classes begin with a seminar part where presence is obligatory.
2. Presence on practical classes and seminars is obligatory. Delays exceeding 15 minutes will be treated as absence.
3. Students enter the classes prepared essentially. The scope of material for classes is given in the "Program of classes".
4. Preparation of students for classes is assessed by the teacher.
5. During the classes, students answer questions, discuss issues covered by the subject of classes and view microscopic preparations, diagrams and electronograms.

### Credit for classes – weekly tests.

1. The condition for crediting is participation in classes and seminars, passing all classes and weekly tests
2. The condition for passing the class (practical and seminar) is the presence on both parts of the class and obtaining a positive assessment of the knowledge of the material provided for the given occupation in the person conducting the practical part.
3. The days in which the dates of the classes are set are the days of obligatory classes.
4. Due to the character and organization of seminars and practical classes there is no possibility to make up for absences. **Absence at 3 or more classes, regardless of the reason, results in not getting a credit for the semester**, hence student will not be admitted to the examination.
5. **When students are absent, they are expected to negotiate with professors the form for make-up of lectures, seminars or classes missed.**
6. In order to get a credit for classes, the student must get at least 60% of the total number of points from all weekly tests.
7. If the student did not achieve 60%, she/he must get credit for all the tests for the classes for which he did not get 6 points. Not getting the minimum of 60% from all the retaken tests, results in not being admitted to the final examination.
8. All tests needs to be retaken before final examination.

### Final examination

1. The final exam takes the form of a test. Test contains 50 single choice questions and the test duration is 50 minutes. Electronic test examinations are held in the building of Main Library in the computer room.
2. The criteria for passing the exam are determined by the Head of the Department after the test, but it is assumed that at least 60% of the correct answers in the test are required.
3. **Students may evaluate their paper during the quiz. Then, if any reservations arise, students can flag the question and express their concerns. Later complaints will not be accepted.**
4. In the case of absence from the exam caused by health reasons, the student is required to provide a medical certificate within three working days of the date of the examination, under pain of entering the unsatisfactory grade.
5. In the event of failing the retake examination, at the student's request, the Dean may set a board examination.

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### Position of the Chair regarding cheating during examinations

Cheating on examinations is a breach of ethics and Regulations of Studies at the Warsaw Medical University. Person actively or passively participating in cheating shall be punished by being expelled from the examination and receiving a failing mark. On the top of that, the Department shall institute disciplinary procedure against the cheating students.

Person actively participating in cheating is the one, who copies results from other students or uses illegal notes or electronic devices to communicate or store data. Bringing such devices to examinations is forbidden.

Passive participation in cheating means allowing other students copy one's own responses. Thus, a student is obliged to behave honestly, not to allow other students copy his/her own responses.

Head of the Department obliges students and examiners to strictly obey these regulations