

**LABORATORY DIAGNOSTICS COURSE ORGANIZATION
AND REQUIREMENTS FOR COMPLETION OF THE COURSE
DEPARTMENT INTERNAL REGULATIONS (2023/2024)**

1. Classes in Laboratory diagnostics for the III year Medical Faculty Students are conducted in accordance to the plan provided by the Dean with the teaching load of **30 hours of laboratories** and **10 hours of lectures**.
2. During the introductory classes the Students are acquainted with laboratory regulations, safety instruction, course organization and requirements necessary to complete the course.
3. Students' attendance at the classes is **compulsory**.
4. The leave of absence certificate must be presented to the person supervising the classes **on the first classes** after the cessation of the cause of absence.
5. All of the absences must be made up for in the form of an additional assignment delivered by the teacher. Absences include classes on which the Student was absent because of justified reasons as well as rector's days and dean's hours.
6. In order to obtain a credit for Laboratory diagnostics **it is compulsory**:
 - actively participate in the practical classes
 - properly conduct the experiments designed in the course plan
 - return all the laboratory equipment and leave the working station in order after each laboratory
 - **pass two partial tests** covering the indicated scope of material given in Syllabus
7. The practical classes will last **from 26th February 2024 to 4th June 2024** (12 weeks) and take place according to the schedule provided on the notice board on the first floor in the building of the Division of Medical Biochemistry of the Department of Biochemistry and Immunochemistry and on the Internet page at <https://www.umw.edu.pl/pl/jednostki/katedra-biochemii-i-immunochemii>
8. The lectures will last from **26th February 2024 to 25th March 2024** and will be held **on-line on Teams platform on Mondays at 17.00-18.30**. The order of lecture topics is included in subject's SYLLABUS.
9. The partial tests, both the first and the retake term, is a written test for all Students. To get a credit Student needs to obtain at least 60% of the points that can be obtained in each of the partial tests.
10. The Students cannot possess phones or any other electronic devices (even switched off) during the time of the partial tests. **Possession of such devices will result in a negative grade** without any discussion as to the reasons of their presence. The University Disciplinary Commission will also be informed about the attempt of cheating by a Student, which is considered a serious transgression against the University rules.
11. For Student, who, because of justified reasons, is not present on the test, the person responsible for the course assigns a new test date before the examination session or, in the case of prolonged illness, during the second-chance session. **The original of leave of absence should be left at the secretarial office of the Department of Biochemistry and Immunochemistry immediately after the cessation of the cause of absence.**
12. All the information concerning the organization of the course including the schedule is accessible to Students on information boards in the Division of Medical Biochemistry of the Department of Biochemistry and Immunochemistry and on the Internet page at: <https://www.umw.edu.pl/pl/jednostki/katedra-biochemii-i-immunochemii>.
13. The above rules of the Internal Regulations of the Division of Medical Biochemistry of the Department of Biochemistry and Immunochemistry are based on "Wrocław Medical University studies Regulations " approved by the University Senate for academic year 2023/2024.

Person in charge of the course

dr Iwona Bednarz-Misa, prof. UMW

