

BIOCHEMISTRY AND IMMUNOCHEMISTRY DEPARTMENT REGULATIONS of teaching process

For II year Medical Faculty students (2024/2025)

1. The information concerning the teaching process is accessible to Students on the information boards in the Medical Biochemistry Department and on the Internet page <https://www.umw.edu.pl/pl/jednostki/katedra-biochemii-i-immunochemii>.
2. Lectures, seminar classes and laboratories are starting exactly on time indicated in the schedule. The lectures are conducted on-line.
3. Changing laboratory / seminar group **requires the written consent of the Tutor of the Year and the Adjunct responsible for didactic process at the Department of Biochemistry and Immunochemistry.**
4. **Students' attendance at the classes is compulsory and is controlled.** The absence during the laboratories and seminar classes has to be justified. The leave of absence certificate must be presented to the person supervising the appropriate classes **on the first classes** after the cessation of the cause of absence. All classes on which the student was absent **must be made up for** in the form and at the time indicated by the person responsible for the course.
5. During the first laboratory the students are acquainted with laboratory regulations, safety instructions and course organization.
6. In order to obtain a credit for laboratories, the student has to:
 - a) properly perform the experiments and prepare reports
 - b) answer the questions concerning a given laboratory in a written or oral form,
 - c) return all the laboratory equipment and leave the working station in order after each laboratory.
7. In order to get a credit for classes, the student has to:
 - a) obtain a credit for all laboratories
 - b) obtain a positive grade for all tests (detailed criteria for obtaining credit for a test are given in the Syllabus of Biochemistry with elements of chemistry (2) 2024/2025)
 - c) actively participate in seminar classes (detailed criteria of evaluation are given in the Syllabus of Biochemistry with elements of chemistry (2) 2024/2025) and Annex 1
 - d) winter semestral grade is based on the sum of points obtained from the three tests (maximum 90 points) and the points obtained for seminar presentation (maximum 10 points). Detailed criteria for semestral grade are given in the Syllabus of Biochemistry with elements of chemistry (2) 2024/2025).
8. Copying, recording or photographing of verbal or visual materials during the classes (lectures, seminar classes, laboratories, consultations) is possible only and exclusively after obtaining a permission from a person being recorded.
9. **Final exam** for the subject is conducted in the written form consisting of single-choice and/or open questions. Retake exams are conducted in the written or oral form. The detailed information is included in the Syllabus of Biochemistry with elements of chemistry (2) 2024/2025.
10. Students **cannot possess** phones or any other electronic or multimedial devices (**even switched off**) during the time of any examinations. Possession of such devices or using any prohibited help or materials will **result in a negative grade**. The Dean will also be informed about the attempt of cheating by a student, which is considered a serious transgression against the University rules (§28 subparagraph 9, 10 and 11 of Wrocław Medical University Regulations of Studies).
11. The students who want to take the exam before the beginning of the examination session can participate in the so called **pre-term exam** (according to the §33 subparagraph 4 and 5 of Wrocław Medical University Regulations of Studies). Exam taken in pre-term **counts as the first term of the exam**.
12. The student, who, because of justified reasons, is not present on the final exam (§36 subparagraph of Wrocław Medical University Regulations of Studies) should inform the person responsible for the exam within **three working days** from the date of the exam about the reason of absence.

The original of leave of absence should be delivered to the person responsible for the exam (left in the secretarial office of the Department Medical Biochemistry) immediately after the cessation of the cause of absence and the student has to fill the "Request for reactivation" form, which has to be delivered to the English Division Office for the Dean to approve.

In the case the leave of absence **is considered justified** the student is assigned a new exam date.
13. **The student has the right to:**
 - a) address the teacher supervising the classes about the issues associated with the subject
 - b) submit proposals and remarks concerning organization and the mode of conducting the classes
14. **The student is obliged to:**
 - a) attend the classes
 - b) obey the safety regulations
 - c) be prepared for the classes

Annex to the Regulations

Annex 1. Seminar:

- a) active participation in the seminar classes includes preparation and conducting a presentation on the indicated topic (max 10 points).
- b) criteria for evaluation of presentation:

Criterion	Gradation	Subtracted points	Criterion weigh
Meritorical content is relevant to the presentation topic	Yes	0	10
	No	-10	
Students own speech	Yes	0	5
	Excessive use of the notes	-3	
	Reading from notes/screen	-5	
Are all the main issues included in the presentation?	Yes	0	3
	Small elements of information missing	-1	
	Larger elements of information missing	-2	
	A lot of information missing/No	-3	
Fluency, coherence and precision of speech as well as use of specialized terminology	Yes	0	2
	Small shortfalls	-1	
	Big shortfalls/No	-2	
Adequate selection of sources (indicated, up-to-date)	Yes	0	1
	No	-1	