

Microbiology Class Regulations

Please direct all matters concerning class organization to the Department's teaching assistants exclusively through the year's starost (adjunct contact details are available at <https://www.umw.edu.pl/pl/jednostki/katedra-i-zaklad-mikrobiologii>).

Please get in touch with the group's teacher first in all other matters (presenting a sick leave, etc.). The group's teacher is the teacher who conducts classes with given student groups in a given semester of the academic year.

Teachers' consultation hours are provided on the Department's website and cease at the end of the semester.

Student obligations in the microbiology subject.

Students are required to:

- Know the regulations for staying and working in a laboratory with infectious potential before starting microbiology classes. The regulations are available on the Department of Microbiology's website.
- Attend all classes, lectures, and partial tests and colloquia provided for in the microbiology class schedule.
- Prepare theoretically for each microbiology class and have a printed worksheet with a completed lecture part. Theoretical material for classes presented in lectures and auxiliary materials for classes are available in the University repository, and the subject syllabus recommends textbooks.
- Wear protective clothing, such as a disposable non-woven apron, during microbiology laboratory classes. Gloves and masks are not required, except during pandemics and for students with cold symptoms. **Students must provide their protective clothing for each class.**
- Show their student ID during partial tests and exams. It is illegal to possess mobile phones, watches with internet access, study aids, pencil cases, notebooks, books, or earphones during class tests and exams. Upon the request of the person conducting the assessment, the student may be asked to uncover their ears to verify the possession of earphones. Confirmation that a student has the above or other prohibited aids, as well as talking or looking at other students' work during a colloquium or exam, is equivalent to asking the student to leave the room, failing the colloquium or exam, and a note to the Dean of the Faculty.

Passing the classes

To pass the class, the student must demonstrate a solid theoretical knowledge of the class subject, which the teacher verifies during class, and supplement the content of the practical part provided in the class book. Failure to pass the class twice (theoretical or practical part) will require students to write a credit colloquium at the end of the semester.

The subject's class schedule gives the scope of material applicable to each class.

Absences from classes

In the event of absence, the student must immediately inform their teacher by emailing the address in the student.umw.edu.pl domain. Documents confirming the excuse for absence must be presented to the group teacher immediately after the absence ends (original). Sick leaves submitted at a later date will not be honored.

The student must make up all absences from classes. The basic form of making up microbiology classes is with another group and covering a given class block. Participation in such classes can only take place in agreement with the group teacher, who will indicate a group that can accept the student.

In exceptional cases of sick leave lasting the entire block of exercises, the student must make up the classes after making an appointment with their instructor the week after the end of the sick leave. Making up the exercises includes asking the student about the completed theoretical part of the worksheet and having the student complete the tasks from the practical part of the worksheet and completing this part.

Demonstrating that a student was simultaneously present at other classes at the University on the day of absence from microbiology classes during the semester results in the absence being classified as an "unexcused absence" without the possibility of making up for it.

Partial colloquia

The Department's website provides a schedule of colloquia for a given semester. Colloquia are written tests containing open-ended and multiple-choice questions. An unsatisfactory grade obtained in the two colloquia terms to which a student is entitled results in the student's need to take a test colloquium to pass microbiology. This test covers all the material presented in classes in a semester (classes and lectures).

All colloquia dates are set, announced to students in the class schedule at the beginning of the academic year, and are not subject to change.

The results of colloquia and exams are posted simultaneously on the Department's website. The group teachers and the teaching assistant do not provide information about the colloquia results to the groups of students they lead or to individual students.

Access to written works is possible within two weeks of the announcement of results on the date given by the group teacher or examiner in the case of an exam. After the set date, access to the works will not be possible (colloquia and exams are archived). Disputes concerning the correctness of the answer given in the student's written work will be resolved based on the compulsory literature recommended in the course syllabus.

Passing the subject

To pass the subject, the following are required:

- a) attendance at all forms of teaching provided for the Microbiology subject (classes and lectures)
- b) student passing all classes
- c) passing partial tests and the practical test.

The grade for the subject is the arithmetic mean of the grades from tests in a given semester. Only students who have passed the subject are admitted to the final theoretical exam.

Final exam in microbiology

The final exam in microbiology takes place in the winter session and is a multiple-choice test. The student must obtain at least 60% correct answers to pass the exam. The exam grade is given based on the grading scale used at the University (Study Regulations, page 15, section 29)

The dates of exams in the winter session, established after consultation with the mayor of the year at the beginning of the academic year, are not subject to any changes. This is due to the need to book rooms for the exam at the beginning of the academic year.

The conditions for passing the course and the forms of colloquia and final examination for Dentistry students are available in the Faculty of Medicine and Dentistry tab on the Department of Microbiology's website.