

Clinical 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 leads classes with the 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 classes.

Student obligations in the microbiology subject.

Students are required to:

- Know and follow the regulations for Clinical Microbiology Class.
- Know and follow 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 all scheduled partial tests and colloquia included in the microbiology timetable.
- Prepare theoretically for each microbiology class and have a printed worksheet. 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 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. Students have the opportunity to make up for the absence in the following week with another group of students during microbiology classes. 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 leaves lasting the entire block of classes, the student must make up the classes in the week after the end of the sick leave. Making up a missed laboratory session involves an oral review of the student's theoretical knowledge, as well as performing the tasks from the practical section and completing that part of the workbook.

The student can make up no more than two blocks of classes in this way.

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.

Theoretical partial tests

The tests are written and consist of the following formats:

Clinical Microbiology (1): open-ended and multiple-choice questions.

Clinical Microbiology (2): single-choice and multiple-choice questions.

All tests cover the material presented in classes and lectures. To pass, students must achieve at least 60% correct answers. Grading follows the University's official grading scale (Study Regulations).

If a student fails both scheduled test attempts, they will be required to take a final make-up test to complete the course. Eligibility to take this test requires attendance at all scheduled test dates during the semester. This test will cover the material previously failed. The retake of this test will cover the entire semester's content.

All test 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 tests 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 (tests 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.

Practical test

The practical test from the classes takes place during the last class of the winter semester of the third year (Clinical Microbiology(2). Only students who were present at all laboratory classes or made up for their absence may take part in the practical test. It includes the analysis of a clinical case related to the assessment of a microscopic preparation and culture, diagnostic test, and documentation of microbiological tests available for the case. The case analysis is done through written open questions to test knowledge of the objectives and effects of education provided in the subject syllabus.

To obtain credit for the practical part of the classes, the student must achieve a minimum score of 60%. The grade is awarded based on the grading scale used at the University (Study Regulations). The teacher sets the date of the practical test retake individually, but no later than the week following the first credit date.

Passing the course

To complete the course, students must:

- a) attend all forms of instruction in Clinical Microbiology (lectures and classes),
- b) pass all classes,
- c) pass the theoretical mid-term tests and the practical test in Clinical Microbiology (2).

The final course grade is calculated as the arithmetic mean of the test grades obtained in the given semester. Only students who have passed the course are eligible to take the final theoretical exam.

Final exam in Microbiology

The final exam in Microbiology is held during the winter session and consists of both single-choice and multiple-choice questions. To pass, students must achieve at least 60% correct answers.

The exam dates in the winter session, determined in consultation with the year representative at the beginning of the academic year, are not subject to change. This is due to the need to reserve examination rooms in advance.

Detailed conditions for passing the course, as well as the format of colloquia and the final exam for Dentistry students, are available in the Faculty of Medicine and Dentistry tab on the Department of Microbiology's website.