

## Rules and Regulations for Clinical Microbiology (1) and (2)

All matters concerning the organization of classes should be addressed exclusively through the **Year Representative** to the teaching coordinators of the Department (contact details are available on the Department's website). In all other matters (presentation of a medical certificate, etc.), students should first contact the **teacher responsible for their group**. The teacher responsible for a group is the teacher who conducts practical classes with that student group during the respective semester of the academic year.

Teachers' consultation hours are published on the Department's website and cease at the end of the teaching period.

## Student Responsibilities in Clinical Microbiology

The student is required to:

- a)** know and comply with the **"Rules and Regulations for Clinical Microbiology Classes"**;
- b)** know and comply with the **"Safety Rules for Working in a Laboratory Handling Potentially Infectious Material"** before starting microbiology practical classes. The regulations are available on the website of the Department of Microbiology;
- c)** attend all practical classes, lectures, assessments and scheduled mid-semester tests included in the timetable. These are considered regular teaching hours, and any absence requires a medical justification;
- d)** prepare theoretically for each microbiology practical class and bring a printed worksheet. The theoretical material required for practical classes is presented during lectures and in supplementary materials for practical classes available on the PLUM platform, as well as in the textbooks recommended in the course syllabus;
- e)** wear protective clothing, i.e. a disposable non-woven protective gown, during Microbiology laboratory classes. Gloves and face masks are not routinely required (except for students with symptoms of a respiratory infection, who are required to wear a face mask throughout the class). Students are responsible for providing their own protective clothing for each practical class;
- f)** present a student ID card when taking mid-semester tests and examinations. The rules applicable during tests and the examination are described below;
- g)** **due to the nature of clinical microbiology practical classes, long or painted fingernails, artificial nails and long hair that is not tied back are strictly prohibited.** **Students with long fingernails will be required to leave the practical class and will be recorded as absent.** All students with long hair must tie it back before entering the practical classroom. Failure to comply with occupational health and safety requirements will result in the student being required to leave the class and the absence being recorded as unexcused;
- h)** maintain academic standards of dress during classes. Clothing should be modest and professional; low-cut clothing and clothing that excessively exposes the body are not permitted.

## Completion of Practical Classes

To successfully complete a practical class, the student must demonstrate sound theoretical knowledge relevant to the class, which is assessed by the teacher during the class, and complete the practical section of the worksheet.

Failure to pass a practical class twice (either its theoretical or practical component) will require the student to take an additional test at the end of the semester. The material required for each practical class is specified in the course timetable.

## Absence from Classes

- In the event of an absence, the student is required to inform the teacher responsible for their group immediately by sending an email from an address in the **student.umw.edu.pl** domain. Documents justifying the absence must be presented to the teacher immediately after the period of absence has ended (original document).
- **Medical certificates submitted at a later date will not be accepted. Failure to notify the teacher of an absence from a scheduled mid-semester test will be regarded as an unexcused absence and will result in a failing grade for that test attempt.**
- All absences from classes must be made up. The standard procedure for making up missed Microbiology classes is to attend the corresponding class with another practical group during the week in which the relevant practical block is scheduled.
- Attendance with another group is permitted only after consultation with the student's own teacher, who will indicate a group able to accommodate the student.

- In exceptional cases where a medical certificate covers the entire practical block, the student is required to make up the classes, after arranging this with their teacher, during the week following the end of the medical leave.

Making up a practical class includes answering questions on the completed theoretical section of the worksheet and performing the tasks included in the practical section of the worksheet and completing that section. A student may make up no more than **two practical blocks** in this manner.

If it is established that, on a day when a student was absent from a Microbiology class during the semester, the student attended other classes at the University, the absence from Microbiology will be classified as **unexcused and may not be made up**.

### Theoretical Mid-Semester Tests

The schedule of tests planned for each semester of the academic year is available on the website of the Department of Microbiology.

The tests are written and, for both **Clinical Microbiology (1)** and **Clinical Microbiology (2)**, consist of **single-best-answer and multiple-response questions**. All tests cover material presented during practical classes and lectures.

To pass a test, the student must obtain at least **60% correct answers**. The grade is awarded according to the grading scale used by the University (Study Regulations).

Receiving a failing grade in both test attempts available to the student results in the requirement to take an additional test in order to pass the course.

Eligibility to take this test requires attendance at all scheduled test attempts during the respective semester of the academic year.

This test covers the material that the student has not passed. A resit of the additional course-completion test covers **all material from the semester**.

All test dates are fixed, communicated to students in the timetable at the beginning of the academic year, and **are not subject to change**.

**The results of tests and examinations are published simultaneously on the Department's website.** Teachers responsible for student groups and the teaching coordinator do not provide test results either to the groups they teach or to individual students.

Students may review their written work within **two weeks of the publication of the results**, at a time specified by the teacher or, in the case of the examination, by the examiner.

Each student has the right to review their own written work (test/examination) at a time designated by the teacher or during the first available consultation hours following publication of the results.

Any comments, objections or requests for reassessment of the points awarded must be raised **exclusively during the review of the written work**. Once this period has ended and the grades have been entered into the system as final, the grades are considered binding and no further appeals, complaints or objections will be considered.

### Practical Test

The practical test is held during the final practical class of the winter semester of Year 3 (**Clinical Microbiology (2)**).

Only students who have successfully completed all practical classes and made up all absences are eligible to take the practical test.

The practical test involves analysis of a clinical case combined with assessment of one or more of the following:

- a microscopic preparation,
- a culture,
- a diagnostic test,
- available microbiological laboratory documentation relevant to the case.

The clinical case is analysed in writing by means of open-ended questions assessing knowledge related to the learning objectives and learning outcomes specified in the course syllabus.

To pass the practical component of the course, the student must obtain at least **60% correct answers**. The grade is awarded according to the grading scale used by the University (Study Regulations).

The resit practical test is scheduled for the week following the first practical test date.

### Completion of the Course

To successfully complete the course, the following requirements must be met:

**a)** attendance at all forms of teaching scheduled for **Clinical Microbiology (1)** and **Clinical Microbiology (2)** (practical classes, lectures and tests);

- b) successful completion of the theoretical component of all practical classes;
- c) successful completion of all mid-semester tests and the practical test (**Clinical Microbiology (2)**).

The final course grade is the **arithmetic mean of the grades obtained in the tests during the respective semester**.

Only students who have successfully completed the course are eligible to take the theoretical final examination.

### Final Examination in Microbiology

The final examination in Microbiology is held during the winter examination session and consists of **single-best-answer and multiple-response questions**.

To pass the examination, the student must obtain at least **60% correct answers**. The grade is awarded according to the grading scale used by the University (**Study Regulations, § 29**).

Examination dates for the winter examination session, agreed upon with the Year Representative at the beginning of the academic year, **are not subject to change**, due to the requirement to reserve examination rooms at the beginning of the academic year.

### Rules Applicable During Tests and the Final Examination

**1)** During tests and the final examination, **students are not permitted to have mobile phones, watches with Internet access, study aids, pencil cases, notebooks, books or in-ear headphones/earbuds in their possession**.

At the request of the person supervising the assessment, a student may be asked to uncover their ears in order to verify that they are not wearing earbuds or other listening devices.

Possession of any of the above items or other unauthorized aids, as well as talking or looking at another student's work during a test or examination, will result in the student being **required to leave the examination room, receiving a failing grade for the test or examination, and the incident being reported to the Dean of the Faculty**.

**2)** During the final examination, all students are required to wear **neat, appropriate and understated clothing** and to behave in a manner appropriate to a student of Wrocław Medical University.

The following are not permitted: **sportswear, flip-flops, very short shorts, miniskirts, beachwear, low-cut clothing, baseball caps or other forms of headwear**.

**3)** Any form of pressure exerted on academic teachers or persons supervising tests and examinations is unacceptable. This applies in particular to attempts to obtain an extension of the allotted time, as well as continuing to write or making corrections after the official end of the assessment has been announced.