

Internal rules for the conduct of the teaching process

Applicable to Genetics classes starting from the 2026/2027 academic year

A. General information regarding the teaching unit and the course being taught:

- 1) Name of the teaching department: Department of Medical Biology and Biochemistry
- 2) Head of the teaching team: prof. dr hab. Alina Woźniak
- 3) Person responsible for teaching: dr hab. Celestyna Miła-Kierzenkowska, prof. UMK
- 4) Name of the course: Genetics
- 5) Field of study: Pharmacy
- 6) Year of study: I, semester: I
- 7) Academic staff office hours:

The schedule of academic staff office hours is available on the notice board of the Department of Medical Biology, Chair of Biology and Medical Biochemistry (24 Karłowicza St., 2nd floor), and on the Department's website.

B. Mode of course delivery:

Type of teaching activity:

- a) lectures: 10 h
- b) laboratories: 10 h

Students must arrive on time and be adequately prepared in terms of theory. Lateness exceeding 15 minutes may be treated as an absence.

C. Form and conditions for passing the course:

- 1) Students are expected to be substantively prepared for laboratory sessions, covering the current topics outlined in the course schedule and syllabus; this preparation is systematically verified by the academic instructor.
- 2) To receive credit for the "Genetics" laboratory component, students must obtain a minimum of 60% of the available points for session reports/worksheets and successfully complete the practical laboratory requirements. Failure to obtain credit for the laboratory component precludes passing the course. Students must prepare for the first session by studying the material specified in the curriculum for that initial laboratory class. Students who do not achieve the required number of points must take a make-up assessment for the laboratory component, which must be completed prior to the final exam. Failure to obtain credit for the laboratory component during the make-up session precludes passing the course.
- 3) Material covered in lectures is subject to assessment in the final exam.

D. Form and conditions for the final course assessment:

- 1) Passing the laboratory component (in accordance with point C) is a prerequisite for admission to the exam.
- 2) The scope of material covered by the exam aligns with the learning outcomes specified in the SYLLABUS and includes content presented during lectures and laboratory sessions, as well as material from the recommended reading list.
- 3) Students taking the exam must present a document confirming their identity.
- 4) The exam is conducted in written form; questions for the "Genetics" course consist of multiple-choice questions or open-ended questions (in the case of subsequent retake attempts).
- 5) The conversion of the percentage of correct answers into the grading scale is as follows:

% points obtained	grade
92≤.....≤100	5
88≤.....<92	4+
80≤.....<88	4
71≤.....<80	3+
60≤.....<71	3
0.....<60	2

- 6) Within 3 days of the announcement of results, the student has the right to view their exam paper and answer sheet in the presence of an academic teacher.
- 7) After completing the test exam—but before leaving the exam room—the student has the right to submit a written objection regarding the substantive correctness of the test questions or any printing errors. The committee will verify submitted objections before announcing the results. If an objection is upheld, the contested test questions will be disregarded, thereby reducing the total number of points obtainable.
- 8) A student who fails the exam has the right to take a retake exam in written form. The rules for retaking a failed exam follow the NCU Study Regulations.
- 9) During the exam, the use of any study aids or devices capable of visually recording exam texts or enabling remote communication with other persons (e.g., mobile phones) is prohibited. Student behavior indicating possession of the aforementioned aids or devices, or the discovery of such devices, will result in an automatic failing grade for the exam and may lead to the case being referred to the Student Disciplinary Committee.

E. Conditions for making up classes missed for justified reasons or classes not credited for other reasons – in accordance with the NCU Study Regulations.

- 1) Leaving classes without a valid reason—including leaving while they are in progress—is prohibited; consequently, an unexcused absence from classes makes it impossible to obtain credit for the course associated with the assigned learning outcomes.
- 2) An excused absence from laboratory sessions is treated as a failed laboratory, which does not exempt the student from mastering the material and achieving the learning outcomes within the shortest possible time.

F. General and specific occupational health and safety regulations applicable during the conduct of the educational process at the institution.

- 1) Before attending classes, students are required to leave their outerwear in the cloakroom and must switch off their mobile phones.
- 2) During classes, strict adherence to cleanliness is required; consuming food, smoking, being under the influence of alcohol or intoxicants, and using open flames are prohibited. Students who fail to comply with these rules will be dismissed from class.
- 3) During classes, the use of mobile phones and the taking of photographs and/or recording of the session without the instructor's consent—using cameras, mobile phones, smartphones, tablets, or any other electronic equipment equipped with a camera and/or video recorder—are prohibited. Audio-only recording devices (e.g., voice recorders) are also prohibited.
- 4) Students bear financial liability for any material damage caused by conduct that violates health and safety (H&S) or fire safety regulations.
- 5) All students are required to know and observe safety rules while attending classes in the student laboratory. Students are obliged to:
 1. perform exercises in accordance with health and safety rules and regulations, and comply with orders and instructions issued by the instructors in this regard (e.g., washing hands before and after using a microscope),
 2. maintain equipment and tools in good condition and keep the workspace tidy and organized,
 3. immediately notify the laboratory instructors of any accident or threat to health or life.
- 6) Basic occupational safety rules:

To prevent accidents while performing practical exercises, one must:

 1. ensure that starting the exercises does not pose a danger to those performing them or to anyone nearby,
 2. keep the workstation tidy and clean, and avoid scattering tools or objects used for the exercises,

3. do not touch live electrical wires,
4. thoroughly clean the workstation after completing the exercises,
5. immediately notify the instructor if any faults, irregularities, or missing items are discovered.

If a fire is detected, immediately alert fellow students and the instructors using available means. Promptly attempt to extinguish the fire using all available resources, and cut off the electricity and gas supply. Remain calm and cautious during any emergency response. Remove flammable objects from the immediate vicinity to create a firebreak. Leave the building where the classes are taking place quickly and efficiently.

Bydgoszcz, September 21, 2026

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Signature of the Academic Coordinator