

DETAILED RULES OF ORGANIZATION

Valid for Biochemistry classes in the academic year 2026/2027

1. General provisions

- 1.1. This document specifies the rules for participation in classes (tutorials, seminars, lectures), conditions for obtaining credits, and safety rules applicable to students of the "Biochemistry" course at the Faculty of Medicine, Nicolaus Copernicus University Medical College.
- 1.2. Starting to participate in classes is tantamount to reading and accepting these regulations.
- 1.3. Matters not regulated by this document are resolved by the Nicolaus Copernicus University Study Regulations, the Course Syllabus, and internal health and safety and fire protection regulations.
- 1.4. In the document, the term "student" refers to all course participants.

2. Organization and participation in classes

2.1. Punctuality and attendance

- 2.1.1. The student is obliged to arrive at classes on time.
- 2.1.2. Lateness exceeding 15 minutes may be treated as an absence.
- 2.1.3. Leaving the classroom during classes requires the teacher's consent.

2.2. Preparation for classes

- 2.2.1. The student comes to classes prepared on the topics indicated in the timetable and Syllabus.
- 2.2.2. The instructor has the right to systematically verify preparation (oral questions, quizzes, short tests).

2.3. Protective equipment and materials

- 2.3.1. For laboratory tutorials, students should bring their own lab coat, and disposable gloves.
- 2.3.2. The student is obliged to provide a printed protocol for the current classes, in accordance with the teacher's guidelines.

2.4. Organizational order

- 2.4.1. Outerwear must be left in the cloakroom before entering classes.

3. Absences and catching up

- 3.1. Unexcused absence from classes prevents students from receiving credit for the subject related to the assigned learning outcomes.
- 3.2. Excused absence from classes is treated as a failed class; the student is obliged to complete the material and achieve the learning outcomes as soon as possible.
- 3.3. Documents justifying an absence shall be submitted to the course teacher or the course coordinator, in accordance with the rules set out in the UMK Study Regulations.
- 3.4. The deadlines and method of making up classes are determined by the teacher or course coordinator.

4. Continuous assessments (tests, protocols, seminars)

- 4.1. The condition for passing the tutorials is obtaining positive grades in the tests (written or oral), correct completion of practical tutorials, and submission of the required protocols and seminar presentations.
- 4.2. Detailed pass thresholds, importance of individual elements, and methods of verification are set out in the Syllabus.
- 4.3. If plagiarism or dishonesty (including copying other student's protocols) is detected, the work/protocol will receive a failing grade, and the matter may be referred for further proceedings in accordance with the university's internal regulations.

5. Final exam

- 5.1. Admission to the exam requires passing all classes included in the class schedule.
- 5.2. Exam format – written; multiple-choice questions. If the number of students is ≤ 5 , an oral exam may be conducted.
- 5.3. Exam scope – consistent with the learning outcomes included in the Syllabus; includes content from lectures and exercises as well as material indicated in the recommended reading.
- 5.4. Anonymity – the written part of the exam is conducted in a way that ensures the student's anonymity, also towards the examiner.
- 5.5. Identification – before the examination begins, the student presents a document confirming his/her identity.
- 5.6. Review of exam papers – within 3 working days of the announcement of results, the student, in the presence of an academic teacher, has the right to inspect his/her work and answer sheet.
- 5.7. Question Objections – Immediately after the test, before leaving the room, students may submit written objections regarding the substantive accuracy of questions or typographical errors. Questions deemed flawed are excluded from the assessment, which proportionally reduces the maximum number of points.
- 5.8. Retake exam – for students who have failed the exam; written form; rules consistent with the NCU Study Regulations.
- 5.9. Exam Exemption – Students who pass all tests on the first attempt and achieve an average score of ≥ 18 points on each test may apply for an exemption. The application should be submitted to the course coordinator; a decision is made after verifying that the criteria have been met.

6. Health and safety rules and work orders in the laboratory

6.1. Behavior and order

- 6.1.1. You should maintain silence and peace, keep your work station tidy, and avoid scattering tools and materials.
- 6.1.2. After completing the tutorials, wash the laboratory equipment used, tidy up the workstation, and wash your hands.
- 6.1.3. There is an absolute ban on eating, smoking, being under the influence of alcohol or intoxicating substances, and using open fire.

6.2. Protective measures and working with substances

- 6.2.1. Particular care should be taken when working with concentrated acids and bases, poisons, and flammable substances.
- 6.2.2. We work with substances that irritate the respiratory tract under a fume hood.
- 6.2.3. When heating the test tube, the outlet should be directed away from people.
- 6.2.4. The smell of the substance is assessed by gently directing the vapors towards yourself with your hand (without inhaling directly from above the tube).
- 6.2.5. Before using the burner, check the tightness of the hoses and installation.
- 6.2.6. Only solutions that are approved for disposal should be poured down the sink; solutions and deposits containing silver salts should be disposed of in marked containers.
- 6.2.7. Solid waste is placed in designated containers in accordance with the teacher's instructions.
- 6.2.8. Solutions poured into the sink should be diluted with a strong stream of running water.
- 6.2.9. Students are required to familiarize themselves with the Material Safety Data Sheets (MSDS) for the reagents used during the tutorials. These data sheets are available at the Department and in electronic versions online. Knowledge of the information contained in the data sheets, particularly regarding hazards and safe handling of substances, is mandatory.

6.3. Reagent manipulation

- 6.3.1. You must not taste or take any chemical substances into your mouth.
- 6.3.2. It is not allowed to change the caps on reagent bottles, move reagents to other tables, or pour collected chemicals back into their containers.
- 6.3.3. It is forbidden to perform experiments on your own – all activities are carried out in accordance with the instructions and under the supervision of the instructor.

6.4. Electric and gas appliances

- 6.4.1. Do not touch live wires; report any faults immediately to the teacher.
- 6.4.2. Before leaving the workplace, turn off the appliances and close the gas supply.

6.5. Emergency situations and procedures

- 6.5.1. Before starting experiments, the student ensures that the work will not pose a threat to anyone nearby.
- 6.5.2. In the event of faults, inaccuracies or missing equipment, inform the teacher immediately.
- 6.5.3. In the event of a fire, immediately alert people nearby and the teacher; proceed to extinguish the fire using available means, turn off the electricity, close the gas; remove flammable materials from the vicinity of the fire; remain calm and cautious; if necessary, evacuate in accordance with procedures.
- 6.5.4. Any accidents and incidents must be reported to the teacher immediately.

7. Liability and sanctions

- 7.1. The student is financially responsible for any material damage caused by conduct that is inconsistent with health and safety and fire protection regulations.
- 7.2. Violation of the provisions of the regulations may result in:
 - 7.2.1. verbal warning,
 - 7.2.2. removal from classes on a given day,
 - 7.2.3. an unsatisfactory grade for a given element of the test/exam,
 - 7.2.4. referring the matter to the appropriate university bodies (including the Disciplinary Committee).
- 7.3. The teacher has the right to interrupt a student's participation in classes in the event of a threat to safety or a gross violation of the rules.

8. Ethical principles – prohibited aids

- 8.1. During classes, it is prohibited to use electronic devices (including mobile phones, laptops) or record images or sound (cameras, smartphones, tablets, voice recorders, etc.) without the teacher's consent.
- 8.2. During entrance tests, colloquium tests, and the final exam tests, it is strictly forbidden to use or possess any electronic devices (including cell phones, smartwatches, headphones, voice recorders, cameras, and AI devices) or other learning aids that enable the recording, storage, or transmission of exam content. The use of any unauthorized supporting materials ("cheat sheets"), including handwritten notes, printed notes, textbooks, electronic materials, or writing on personal items, is prohibited.
- 8.3. Behavior indicating the possession of such devices or aids, or the discovery of their possession, will result in a failure to pass the test (0 points), and may result in the matter being referred to the appropriate Disciplinary Committee.

9. Final provisions

- 9.1. The regulations are published/made available to students before the start of classes and are effective from the moment of announcement.
- 9.2. Any questions or concerns should be directed to academic teachers or the subject coordinator.