

Detailed rules of organization

Valid for classes in the subject of Biochemistry in the *academic year 2023/2024*

A. General data concerning the education Unit and the taught subject:

- 1) Name of Unit: Department of Medical Biology and Biochemistry
- 2) Head of the Department: prof. dr hab. Alina Woźniak
- 3) Head of education team: dr hab. Karolina Szewczyk-Golec, prof. UMK
- 4) Composition of education team: dr hab. Karolina Szewczyk-Golec, prof. UMK; dr Daria Kupczyk; dr Rafał Bilski; dr Jarosław Nuszkiewicz
- 5) Subject name: Biochemistry
- 6) Programme: Medicine
- 7) year of studies: I, semester: I, II
- 8) Academic teachers' duty hours:

The list of academic teachers' duty hours is available in the display case of the Department of Medical Biochemistry, Department of Biology and Medical Biochemistry (ul. Karłowicza 24, 3rd floor) and on the website of the Unit.

B. Form of the classes:

- 1) Type of educational classes:
 - a) lectures: 65 h
 - b) seminars: 6 h
 - c) tutorials: 69 h
- 2) Students are required to be on time for classes with an appropriate theoretical preparation. Late arrivals of more than 15 minutes. can be treated as an absence.
- 3) The student joining practical classes must be equipped with his own lab coat and disposable gloves.
- 4) The student is obliged to bring a printed report for current tutorial.
- 5) It is not allowed to leave the laboratory without the lecturer's consent.

C. Form and condition of obtaining credits:

- 1) For the classes, the student is obliged to be substantively prepared in the field of current issues provided for in the timetable of didactic classes and in the syllabus, which the academic teacher verifies in a systematic manner.

- 2) The condition for completing the tutorials in the subject "Biochemistry" is to obtain positive credits for written or oral tests, practical exercises and protocols / reports prepared for them and presentations presented during the seminar. The condition for completing each subject „Biochemistry” is obtaining a positive overall assessment in accordance with the learning outcomes and verification methods contained in the syllabus.

D. Form and condition of obtaining the final credit:

- 1) The condition for admission to the exam is passing the exercises (in accordance with point C)
- 2) The scope of the material for the examination is consistent with the learning outcomes contained in the SYLABUS and covers the content presented during lectures and exercises, and included in the recommended literature.
- 3) Students taking the exam must present a document confirming their identity.
- 4) The exam is in writing, questions from the subject "Biochemistry" are in the form of a multiple-choice question test.
- 5) The written part of the exam is conducted in a way that ensures the anonymity of the student, also for the examiner. The declassification of students 'personal data takes place after the results are announced, in the presence of the Students' representatives.
- 6) Percentage conversions of correct answers on the rating scale are as follows:

% of total points	grade
92-100	5,0
88-91	4,5
80-87	4,0
71-79	3,5
60-70	3,0
0-59	2

- 7) Within 3 days from the announcement of the results, the Student - in the presence of an academic teacher - has the right to view his / her work and the answer sheet.
- 8) After the end of the test examination - but before leaving the examination room - the Student has the right to submit a written objection as to the substantive correctness of the test questions or printing errors. Reported objections will be verified before the announcement of the results. If the

objection is acknowledged, the reserved test questions will be skipped, which will reduce the number of points available to obtain.

- 9) A student who has not passed the examination has the right to take the resit examination in writing. The rules for improving a failed exam are in line with the NCU Study Regulations.
- 10) During the examination, it is forbidden to use any teaching aids or devices that enable visual registration of examination texts or remote communication with other people (e.g. a mobile phone). The Student's behavior indicating the possession of the aids or devices referred to above, or the identification of such devices, will result in an automatic unsatisfactory grade on the exam and may result in referring the matter to the Disciplinary Committee for Students.

E. Conditions for making up for the classes that were abandoned due to justified reasons or classes not credited by other reasons

- 1) It is forbidden to leave the classes, also during them, for unjustified reasons, therefore, unjustified absence from classes makes it impossible to pass a subject related to the learning outcomes assigned to it.
- 2) Excused absence from the classes is treated as a failed exercise, which does not release the student from completing the material and realizing the learning outcomes in the shortest possible time.

F. General and detailed Health and Safety Regulations required for realization of the educational process at the unit

- 1) Before starting the classes, students are required to leave their outerwear in the cloakroom and absolutely turn off their mobile phones.
- 2) Cleanliness must be strictly observed during classes, eating, smoking, being under the influence of alcohol or intoxicating substances and using fire is forbidden. A student who does not comply with these recommendations will be dismissed from the classes.
- 3) During classes, it is forbidden to use mobile phones, take photos and / or record classes without the consent of the lecturer, using cameras, mobile phones, smartphones, tablets and any other electronic equipment equipped with a camera and / or camcorder. It is also forbidden to use devices that record only sound (e.g. dictaphones).
- 4) The student bears financial responsibility for material damage caused by non-compliance with health and safety and fire safety regulations.
- 5) All students are required to know and follow the safety rules during classes in the student studio.

6) The student is obliged to:

- stay calm and quiet in the laboratory
- keep the exercise work area clean
- wash the used laboratory equipment and clean the workplace after finished exercises
- be careful while working in order not to endanger yourself or others or damage the equipment
- be especially careful when working with concentrated acids, concentrated bases, poisons and flammable substances
- work under a hood with substances irritating the respiratory tract
- dilute the solutions poured down the sink with a strong stream of water
- pour out solutions and sediments with silver salts to marked containers
- throw solid waste into the bin
- direct the outlet of the tube towards the direction where no one is working while heating it with the burner
- direct your hand towards the vapor of the substance you want to smell
- check the tightness of the rubber hoses before using the burner
- wash hands before leaving the studio each time
- take action to locate the fire in the event of ignition of the substance at the workplace
- report any accidents to the trainer immediately

7) In the laboratory student must not:

- taste, ingest chemicals
- change the stoppers in the reagent bottles
- transfer reagents to other tables
- pour or put back into the bottles or jars of the chemicals you have picked up
- do any experiments on your own.

8) The student is obliged to read the cards of characteristics of the reagents used in the classes (available in the Department or on the Internet).

9) Basic principles of work safety:

To prevent accidents while exercising, you should:

1. make sure that starting the exercises will not endanger people who are performing them or staying in the vicinity,
2. keep the exercise station clean and tidy, do not scatter tools and objects intended for exercise,
3. do not touch live electric wires,
4. after completing the exercises, thoroughly clean your stand,
5. in the event of any defects, inaccuracies or shortcomings, notify the practitioner immediately.

If you notice a fire, immediately alert colleagues and practitioners with the available means. Extinguish the fire immediately using all available means, switch off the electricity supply and shut off the gas supply. Be calm and careful during the rescue operation. Remove

flammable objects from the immediate vicinity in order to create a break in the way of the fire spread. Quickly and efficiently leave the building where the classes are held.