

Internal Study Regulations
for the full-time and part-time studies:
uniform master degree studies and 1st and 2nd cycle studies
at the Faculty of Medicine of the Collegium Medicum UMK,
binding from the academic year 2018/2019
*(the Regulations are applied together with the Rules of Studies
of the Nicolaus Copernicus University /UMK/
in Toruń dated 28th April 2015).*

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

- 1) Name of Unit: **Department of Medical Biology and Biochemistry, Chair of Medical Biochemistry**
- 2) Head of education team: **Karolina Szewczyk-Golec, PhD, Associate Professor**
- 3) Person responsible for education-related matters: **Karolina Szewczyk-Golec, PhD**
- 4) Composition of the education team (including photo): **Karolina Szewczyk-Golec, PhD, Daria Kupczyk, PhD, Rafał Bilski, MSc**



- 5) Subject name: **Molecular basic of metabolism**
- 6) year of the studies: **1st**
- 7) Academic teachers' duty hours: dates will be announced during the first class and will be displayed in the information cabinets of the Unit.

B. Form of the classes:

- 1) Type of educational classes:
 - a) Lectures: (number of hours) – 30 h
 - b) Seminars: (number of hours) – 6 h
 - c) Tutorials: (number of hours) – 24 h

- 2) Educational classes are conducted according to the Education Outcomes specified for particular subjects and according to subject matter contained in the Syllabi and Classes timetable determined by the Head of the Unit.
- 3) Lectures are conducted by academic teachers having the academic degree of Professor or Associate professor having the academic record connected with the subject; lectures may also be conducted by an academic teacher with the Ph.D. degree.
- 4) Participation in the classes is compulsory: students' presence at lectures, seminars and tutorials is verified. Verification of presence at lectures is based on the content of classes contained in tests or examinations.
- 5) Students are obliged to appear for the classes punctually and to be adequately prepared with reference to the theory. Lateness for the classes exceeding 15 minutes may be understood as absence.
- 6) Classes that did not take place due to "Rector's hours" (free hours determined by the Rector's decision) are not subject to making-up, but the Education Outcomes attributed to them are compulsory at the test (kolokwium) and examination.
- 7) For the tutorials and seminars students are obliged to be prepared within the scope of currently binding problems and issues provided for in the timetable of classes and in syllabi, which will be systematically verified by academic teachers. Methods of verification of the Education Outcomes as regards to knowledge, practical skills and social competence are referred to by a person conducting the classes on the first meeting with students, with consideration for detailed description of ways of verification and criteria.
- 8) During the first classes the Students will be familiarized with the classes' organization, with terms of duty hours of the academic teachers conducting the classes, with the Study Regulations, Health and Safety regulations and conditions for obtaining credits. Reading and understanding the Health and Safety Regulations must be confirmed by the Student's signature.
- 9) Violation of the Health and Safety Regulations may result in suspending or exclusion the Student from the classes.
- 10) During the classes and at consulting hours of the academic teachers a Student is entitled to lead a discussion concerning the subject-related matters.
- 11) A Student shows respect towards teachers and other employees of the University and towards other students and patients, including by wearing appropriate clothing and by proper conduct. Rules of conduct during clinical classes with patients are determined in the Ethical Code for Students of the Faculty of Medicine NCU.

C. Form and conditions for obtaining credits:

- 1) Presence is compulsory at all lectures, tutorials and seminars.
- 2) Obtaining credits - according to the system of verification of Education Outcomes - in tests in writing or in oral forms, in practically performed lab classes and reports prepared for them as well as presentations presented during the seminar.
- 3) Positive grade/credit in two intrasemestral tests.

Grades are awarded pursuant to the number of scores, according to the table below:

92-100%	very good (5)
84-91%	good plus (4+)
76-83%	good (4)
68-75%	satisfactory plus (3+)
56-67%	satisfactory (3)
0-55%	fail (2)

Minimum threshold for obtaining satisfactory grade is 56%.

- 4) For the tutorials and seminars students are obliged to be prepared within the scope of currently binding problems and issues provided for in the timetable of classes and in syllabi, which will be systematically verified by academic teachers. Methods of verification of the Education Outcomes as regards to knowledge, practical skills and social competence are referred to by a person conducting the classes on the first meeting with students, with consideration for detailed description of ways of verification and criteria.

D. Form and conditions for obtaining final credit: not applicable. The form and conditions for obtaining final credit can be found in the module regulations.

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 abandon classes, also leave during the classes by unexcused reasons. Therefore, unexcused absence from educational classes prevents obtainment of credit in thematic block related to education outcomes attributed to it.
- 2) Absence from the classes must be excused within the period not longer than 7 days or immediately after the cause of absence ceased. Failure to fulfill this condition shall result

in failure to obtain credit in particular classes and will lead to lack of credit in a subject.

- 3) Absence due to medical reasons requires medical certificate and in fortuitous events (such as funerals) a relevant document confirming the case.
- 4) Excused absence from tutorial means that tutorial cannot be credited so the student must in the shortest possible period of time credit the relevant material and accomplish the Education Outcomes.
- 5) Absence is recognized as excused by an academic teacher conducting particular classes basing on the copy of medical certificate (original document must also be presented) submitted to him/her by the student during the teacher's duty hours.
- 6) Method and form of making up for the material a Student is behind:
 - tutorials - making up for the outstanding classes means obligation to participate in additional classes that verify certain Education Outcomes, in particular in practical skills.
 - lectures or seminars - method for making up the outstanding material is taking a test verifying certain Education Outcomes, in particular concerning knowledge.

F. Recommended literature:

- 1) Leading textbooks
 - Rodwell VW, Bender D, Botham KM, Kennelly PJ, Weil PA. Harpers Illustrated Biochemistry, 30th Edition, McGraw-Hell Mecical 2015 (or 31th Edition, 2018).
- 2) Supplementary handbooks:
 - Lieberman M, Peet A. Marks' Basic Medical Biochemistry. A Clinical Approach, 5th Edition, Wolters Kluwer 2018.
 - Ferrier DR. Lippincott Illustrated Reviews: Biochemistry, 7th Edition, Wolters Kluwer 2017.
 - Ronner P. Netter's Essential Biochemistry, Elsevier 2018.

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

- 1) Before attending the classes the Students are obliged to leave outwear in the cloakroom and must turn off their mobile phones.
- 2) Students are obliged to posses and wear protective clothing – a labcoat, latex gloves, non-slip safety shoes and a cloth.

- 3) During the classes the Students must observe the rules concerning cleanliness, the ban on food and smoking. It is forbidden to appear under influence of alcohol or other intoxicants, or to use fire. Student breaching these rules shall be expelled from the classes.
- 4) Without consent of the Academic Teacher, Students are not allowed to take pictures and/or film the classes with cameras, phones, smart phones, tablets or any other electronic devices with fitted camera. Moreover, the sound recording is strictly forbidden.
- 5) Financial responsibility for material damages resulting from failure to comply with the H&S and Fire protection Regulations is borne by the Student.
- 6) Safety rules in the chemical laboratory:
 1. The tutorials start at an appointed time.
 2. Every student has a permanent adequately equipped work station.
 3. Be prepared in advance for every assigned experiment according to the work plan.
 4. Wear a lab coat and bring a roll of paper towel.
 5. Leave your outwear in the cloakroom.
 6. Remain calm in the laboratory.
 7. Keep your work station clean at all times.
 8. Work with due caution in order not to expose anyone to danger or damage the equipment.
 9. Work with due caution with concentrated acids and bases, poisons, and inflammable substances.
 10. Use a fume hood while working with irritants.
 11. Throw solid waste into the waste container.
 12. Dilute the solutions poured into the sink with running water.
 13. Pour the solutions of silver salts into the special containers.
 14. Turn the test-tube outlet away from people.
 15. Do not inhale the substance directly from the test tube. Gently wave the fumes towards your nose.
 16. Do not use excessive amounts of reagents – use them economically.
 17. Wash your hands especially before you leave the lab.
 18. In case of accident, report it to the tutor.
 19. Localise the fire source when fire breaks out.
- 7) Smoking and eating is forbidden in the lab. Do not taste chemicals. Do not change the stoppers between bottles or move the chemicals between tables. Never return unused chemicals to their original containers. Do not work on any task that was not previously assigned.

- 8) During the classes without the assistant's knowledge a student must not leave the place indicated in the schedule of classes. If a student leaves the classes, for instance to the toilet, and does not come back for a longer time - this fact will be noted down on the presence card (in order to apply further procedures as consequences of such conduct).
- 9) A student is obliged to inform a person conducting the classes of any hazards or accidents during the classes.

H. Method of publishing information in the Unit

1. Every information concerning organization of the education process in subject. Molecular basis of metabolism is available in the information cabinets of the Unit or at the University website in the link of the Unit.
2. Due to safety of communication in the Internet, - correspondence with the students is carried out by email addresses created on the University server - academic teachers use their University emails (@cm.umk.pl), and students use the emails containing their Students' books numbers (@stud.umk.pl).

Bydgoszcz.....

Signature of Head of Unit

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Student's Self-Government Council
of Medical Faculty

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Dean of Medical Faculty