

**Appendix to Teaching Regulations**  
*applies to full-time and part-time Studies in English:  
 first-cycle, second-cycle and uniform long-cycle studies  
 at the Faculty of Medicine NCU CM  
 applicable as of academic year 2020/2021*

<b>General information about the Faculty unit and the offered course or module:</b>															
Name of Faculty unit / units	Department of Medical Biology and Biochemistry														
Head of Faculty unit / units	prof. dr hab. Alina Woźniak														
Teaching coordinator at the Faculty unit / units	dr hab. Karolina Szewczyk-Golec, prof. UMK														
Remote teaching coordinator at the Faculty unit / units	dr hab. Karolina Szewczyk-Golec, prof. UMK														
Persons responsible for didactics in the field covered by the course / module:	dr hab. Karolina Szewczyk-Golec, prof. UMK														
Name of course / module:	Biochemistry														
Unit responsible for the module ( <i>applies to modules only</i> )															
Name of course / courses:	Biochemistry														
Field of study:	Medicine														
Mode of study:	Uniform long-cycle studies														
Year of study:	I														
Office hours of academic teachers ( <i>from all units related to the module</i> )															
<b>Form(s) of classes and number of teaching hours within the course or module</b>															
Lectures	65h														
Seminars	6h														
Tutorials	69h														
Other															
<b>Rules of final examination or credit</b>															
<i>Test, 100 questions - each of them contains five possible answers - with 1 correct answer and 4 distractors (no negative points for incorrect answer)</i>															
<b>Criteria of final practical examination or credit</b>															
<b>Criteria for passing the final examination or obtaining credit for the course or module</b>															
<i>The criterion for obtaining a positive grade for the final exam is obtaining a minimum of 60% of the total number of points. The points obtained from the exam are converted into grades according to the following scale:</i>															
	<table border="1"> <thead> <tr> <th><i>% of points</i></th> <th><i>grade</i></th> </tr> </thead> <tbody> <tr> <td>92-100</td> <td>5</td> </tr> <tr> <td>84-91</td> <td>4.5</td> </tr> <tr> <td>76-83</td> <td>4</td> </tr> <tr> <td>68-75</td> <td>3.5</td> </tr> <tr> <td>60-67</td> <td>3</td> </tr> <tr> <td>0-59</td> <td>2</td> </tr> </tbody> </table>	<i>% of points</i>	<i>grade</i>	92-100	5	84-91	4.5	76-83	4	68-75	3.5	60-67	3	0-59	2
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<b>Detailed OHS rules applicable during classes taught at the Faculty unit</b>															
<i>1) Before attending the classes the Students are obliged to leave outwear in the cloakroom and must turn off their mobile phones.</i>															

- 2) *Students are obliged to possess and wear protective clothing – a labcoat, latex gloves, nonslip 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.*

Signature of the Head of the Unit

KIEROWNIK  
Katedry Biologii i Biochemii Medycynej

*A. Wozniak*  
prof. dr hab. Alina Wozniak