

University of Warmia and Mazury in Olsztyn
Collegium Medicum
School of Medicine

**Internal Regulations of education in Immunology
for Students of Medicine – English Division - on School of Medicine Collegium Medicum
University of Warmia and Mazury in Olsztyn**

1. General information

1.1. Classes are carried out by the Department of Human Physiology and Pathophysiology

1.2. Professors responsible for the implementation of the education in Immunology:

- a. Head of the Department: prof. dr hab. Mariusz Majewski MDV, PhD
- b. Course Coordinator: dr hab. n. med. Joanna Harażna, prof. UWM, PhD

1.3. Professors responsible for the implementation of topics in accordance with Immunology schedule:

Lectures:

- dr hab. n. med. Joanna Harażna, prof. UWM; PhD
- dr n. med. Natalia Zdanowska, MD, PhD, (dermatologist, venereologist)
- dr n. med. Norbert Kwella, MD, PhD (internist, nephrologist, transplantologist)
- dr n. med. Wojciech Zdanowski, MD, PhD (obstetrician, gynecologist)

Seminars:

- dr n. med. Natalia Zdanowska, MD, PhD
- dr rer biol. Joanna Czerwińska PhD

Classes:

- dr hab. n. med. Joanna Harażna, prof. UWM, PhD
- dr n. med. Natalia Zdanowska, MD, PhD
- dr rer biol. Joanna Czerwińska, PhD
- mgr. rer biol. Urszula Mazur, M.Sc.

1.4. The location, time and topics of classes and seminars are specified in the following documents: study schedule, immunology schedule, syllabus, and topic of classes.

2. The education in immunology is realised in form of obligatory:

- lectures
- classes (study of immunological mechanisms based on immunological, analytical techniques and clinical cases in groups of 10)

- seminars (study of mechanisms in the field of general and clinical immunology in groups of 20-30 people).
- Lectures and seminars that do not require laboratory work are conducted on-site, but may be conducted online, depending on the decision of the university authorities. The software platforms enabling online work: Microsoft TEAMS and MOODL have been selected by the University authorities and are mandatory. The instructor is obliged to inform the Student about the choice of form and platform of the classes no later than the day before the classes.

3. Rules for participation in the Immunology course:

- During the lectures and classes mobile phones, pagers and any audio devices must be absolutely switched off.
- During the lectures and classes taking photographs is forbidden.
- In the didactic rooms student is allowed to be only in the presence of an assistant.
- It is prohibited to smoke, eat and drink in the didactic rooms and corridors.
- Student is obliged to take care of didactic equipment.
- Student is obliged to obey the work safety and fire control regulations. During the first exercise student will be acquainted with them and must confirm it by its own signature. Student must immediately inform an assistant about all accidents occurring at the Department of Human Physiology and Pathophysiology during the classes.
- White laboratory coat and clean safety shoes are required in the classes rooms, changing shoes after coming from outside is obligatory.
- Students are required to prepare in textbooks and to actively participate in classes and seminars.
- The work regulations in laboratory rooms are based on health and safety regulations (listed below), about which Students will be informed during the first class.
 - Leave all outer garments and handbags in the laboratory. Any handbags and backpacks that cannot be placed in the locker room cannot be placed on the floor of the laboratory room.
 - Clean safety shoes(toes must be covered) are required in the laboratory, shoes must be changed after coming.
 - In the laboratory, students wear their own protective clothing: a white lab coat or white lab trousers and a white T-shirt, and in disposable medical protective gloves.
 - In laboratory rooms, it is obligatory to wear a mask and protective glasses for work in medical laboratory, possibly a transparent protective face shield.
 - You must not bring food, eat or drink in the lab.
 - During laboratory classes, avoid touching the mouth, nose, eyes, hair (long hair must be tied) due to the risk of self-infection, and the use of items brought from outside should be limited to the necessary minimum.
 - Biological material (blood, urine, sera, etc.) should be handled with particular care, use appropriate instruments (automatic pipettes with disposable tips, forceps, gloves) Disposable gloves may be made available by the Department.
 - In exercise rooms, it is mandatory to wear protective glasses or a transparent full-face visor or a visor attached to glasses, covering the eyes and mouth on all sides. If possible, face shields may be made available by the Department, but the student is obliged to return them after the exercises after sterilization with the available cleaners.

- Working in a laboratory requires silence and concentration. You should not have unnecessary conversations, talk loudly, walk around the room for no reason, make sudden movements. Particular care should be taken when working with gas burners, centrifuges, and a microwave oven.
- Before using the reagent - check the label or instrument - check the instrument to make sure it is correct and you understand the task you are performing.
- All waste and used equipment should be placed in properly marked containers, and decontaminated or annealed items should be put in the right place.
- Contaminated materials (gloves, disposable pipette tips, prepared preparations, etc.) should be disposed of in containers with red bags or in appropriately marked red containers.
- In the event of injury or contamination with infectious material, the floor, the table, the assistant should be notified immediately.
- The first aid kit is in the top drawer of the container near the board.
- Demonstration preparations - prepared by the staff of the Department - should be treated very carefully and after work should be placed in the appropriate place, indicated by the leader of the exercise.
- Before and after exercise, wash and additionally disinfect your hands according to instructions hanging above the sinks
- Before leaving the training room, the student is obliged to clean up the workplaces, put the used items back, put the stools under the table, clean and turn off all devices (especially the table and microscope lens - with the help of tissue papers with immersion oil)
- Any items left by students should be asked from the specialists supporting the exercises or at the Department's secretary's office. The Department is not responsible for lost items.

4. Attendance, certification and making up for absence

4.1 Presence in all forms of Immunology course is obligatory.

4.2 All absences have to be certified.

4.3 The certification for absence (medical, Dean's leave) the classes, test or exam should be presented immediately to the Coordinator of Immunology or to the office in Department of Human Physiology and Pathophysiology, no later than 21 working days after the last certified day on the absence certification. Students who miss 2 or more seminars, or 3 or more lectures, or 2 or more classes will not receive credit for the course and will be not certified for the Immunology exam. However, in cases depending on the fate (e.g. hospitalization) with a greater number of excused absences, the decision to pass the immunology course and admit to the exam is made by the head of the department and the course coordinator.

4.4 The method of absences authorisation in all forms of Immunology course (including tests and exams) is in accordance with the procedure specifying the principles of justifying absences from classes, exams and credits at the Medical Faculty - Resolution No. 157/2018 of the Medical Faculty Council of the Collegium Medicum of the University of Warmia and Mazury in Olsztyn of April 12, 2018. Absenteeism may be certified on the basis of:

- illness confirmed by medical certification

- a document signed by the Guardian of the Year
- in special cases by members of the Dean's College confirming family and personal events, e.g. accident, participation in a competition, scientific conference

4.5. How to pass Student's course absence:

4.5.1. The student is obliged to supplement the knowledge from the missed lecture on his own, and may consult the lecturer for this purpose.

4.5.2. Absences from classes and seminars could be passed with another group, if possible. Otherwise, the date of the passing will be set by the topic leader of classes or seminars, or by the Coordinator of the Immunology. Coordinator of the Immunology have to be inform about authorised absence during the tests and exam immediately to setting other appointment for the test or exam. The new date of test or exam will be recognise as the first term, in the case of absence on the first term, the second, in the case of absence on the second term, and the third term or commission exam (to be chosen by the student), in the case of absence on a third one.

4.6. Unauthorised absences of Immunology course:

Any unexcused absence at lectures, seminars or classes is the basis for removing the student from the "Immunology" course and will result in not passing of the Immunology course or unsuccessful evaluation of the tests or exam and losing of the appointment on which the student was absent. Coordinator of Immunology will report the facts to the student's academic Dean.

5. Rules for passing of Immunology courses:

5.1. Lectures

The topic implemented during lectures may fall within the scope of the partial colloquium/tests required to pass the semester, while the lectures contents will fall within the thematic scope of the immunology exam. Lectures can be held on the MS Teams platform or stationary.

5.2. Classes

5.2.1. Classes in Immunology include pretests, lab testing, clinical case analysis, and report preparation. Evaluation of classes is based on the mathematical average of:

- assessment of the written pretest to check the student's preparation for classes
 - evaluation of the exercise by the Student in the form of an oral test and a report
 - evaluation of the content-related activity and cooperation of the Student during the classes
- The student has the right to a one-time correction of a failed exercise

5.2.2. Information on the scope of the material required for a given course must be made available at least one week before the date of the exercises

5.2.3. Evaluation the exercises is discussed in point 5.5 of the Colloquium "Calculation of the grade for classes and seminars"

5.2.4. The topics fall within the thematic scope of the tests (colloquiums) and the immunology exam.

5.3 Seminars:

5.3.1. Seminars in Immunology include clinical study of immunology and techniques used in immunological diagnostic.

5.3.2. The coordinator of the subject and / or the person responsible for the implementation of the topic of the seminar informs the Students about the scope of material for the seminar at least 2 weeks before the date of the seminar

5.3.3. Evaluation of the seminar is discussed in point 5.5 of the Colloquium "Calculation of grades for classes and seminars"

5.3.4. The topics fall within the thematic scope of the tests (colloquiums) and the immunology exam.

Evaluation of the classes and seminars is assessed on a scale of 2-5 according to table:

Evaluation
5 (very good)
4,5 (more than good)
4 (good)
3,5 (fairly good)
3 (satisfactory (sufficient))
2 (unsatisfactory (failed))

5.4 Colloquium / Tests Rules

5.4.1. The person responsible for conducting the Colloquium is Coordinator of the Immunology.

5.4.2. There are 2 tests in the semester to check the knowledge of a specific field, including seminars and classes. The thematic scope for each test will be available on the website and in the display case of the Department of Human Physiology and Pathophysiology or/and in MS Teams groups.

5.4.3. The form of each of the tests is a multiple-choice test. Every test consists of 75 questions (multiple choice and/or fill-in questions) / 15 topics or cases. For each question a student may receive a maximum of one point. The test must be passed with a score of 60 percent or higher to receive credit.

5.4.4. Student will be evaluated as follows:

Points	Evaluation
70-75	5 (very good)
64-69	4,5 (more than good)
58-63	4 (good)
52-57	3,5 (fairly good)
45-51	3 (satisfactory (sufficient))
<45	2 (unsatisfactory (failed))

- In case, the test is not passed at the first attempt, students can retake it one time only within 5-10 days after the results of the 1st test date.

- Unauthorized absence during the test is to mean with the unsatisfactory evaluation (2.0).

- In case, the student obtains an unsatisfactory grade in the tests, in the last week of the semester, he / she will be required to pass examination (oral examination) covering the scope of the failed test before the committee.

- For questions belongs

- assign a logical value: true ("yes") or false ("no")
- correctly combine the given phrases or numerical values with each other
- add missing phrases in the given sentences
- complete the tables
- complete the given diagrams
- provide a short answer

5.5. Calculation of grades for classes and seminars:

5.5.1. The evaluation of classes will be calculated by the formula:

Evaluation classes = (mean grade from the classes + grade from the test1 + grade from the test2) /3

5.5.2. The evaluation of seminars will be calculated by the formula:

Evaluation seminars = (mean grade from the seminars + grade from the test1 + grade from the test2) /3)

6. Exam / semester credit

6.1. The Immunology courses ends with a written exam covering topics of lectures, seminars, classes and tutorial material in Immunology. The exam will take place in the winter session (see Point 13)

6.2. Final Exam Requirements

6.2.1. Exam rules:

The condition of taking the exam is passing the semester.

To pass the semester it is required to pass of:

- lectures
- classes
- seminars
- 2 colloquium (tests)

6.2.2. The person responsible for organisation and conducting the exam is dr hab. n. med. Joanna Harażna, prof. UWM - Coordinator of Immunology ED.

6.2.3. The exam is scheduled for Wednesday, February 05, 2025 in the auditorium. Prof. Moczarski, ul. Oczapowskiego 5 in Olsztyn / Kortowo. The final date and place of the exam will be announced no later than 14 days before the end of the 2024/2025 winter semester. Alternatively, the exam will be conducted on the MsTEAMS platform at the UWM Regional IT Center ul. Słoneczna 54 in Olsztyn. Students will be assigned to rooms at the RCI no later than 2 weeks before the exam..

6.2.4. The exam is a multiple choice test. The test consists of 25 questions with 5 multiple-choice answers (125 yes/no questions / 25 topics).

For questions belongs:

- assign a logical value: true ("yes") for correct answers
- correctly combine the given phrases or numerical values with each other
- add missing phrases in the given sentences
- complete the tables
- complete the given diagrams
- provide a short answer

6.2.5. Exam evaluation

To pass the exam, students have to obtain 60% of the points.

Final evaluation - Exam

Percentage value of obtained points	Points	Evaluation
92,8-100%	116 - 125	5 (very good)
84,8-92,7%	106 - 115	4,5 (more than good)
75,5-84,7%	96 - 105	4 (good)
68,8-75,4%	86 - 104	3,5 (fairly good)
60-68,7%	75 - 85	3 (satisfactory (sufficient))
<60%	<75	2 (unsatisfactory (failed))

6.2.6. At the exam, Students must carry an identity card (ID card or student ID).

6.2.7. In case, the final exam is not passed on the first attempt, students have 2 retakes in the 2nd date (1st retake), and 3rd date (2nd retake or exam before the committee), till the end of the retake exam session: 17.02.2025 r. – 23.02.2025 r.

6.2.8. Retake examinations may be performed in the identical to the first exam form or oral. Obtaining a positive evaluation from the exam is a condition for passing the Immunology course

6.2.9. In accordance with the Study Regulations, persons who did not pass the 1st retake of exam have the right to apply for committee exam (2nd retake) or to retake the exam 2nd time. After 2nd retake of exam there are not possible to involve the committee.

7. The student has the right to the inspection:

- **the colloquium (tests):** during consultations or by individual date accepted by Coordinator of Immunology until the end of the semester. The tests will be archived in the Department until the end of the academic year 2024/2025 and destroyed after that date.
- **the exam:** up to 7 days after the exam results are announced. Exam documentation will be stored in the archive of the Department of Pathophysiology in the period of five years and next they will be destroyed.

8. Academic rule of law and integrity:

The student is obliged to comply with the principles of academic rule of law and integrity.

Signing the attendance list for an absent person will be treated as forging a signature on a document and may have serious legal consequences.

- During control tests and exam Student may not consult any written materials or electronic devices. Moreover, Student may not have verbal or non-verbal contact with any person other than teaching assistant. Any violation of these rules will be regarded as cheating and results in failing of the test with unsatisfactory evaluation.

- In serious cases of violation of the academic rule of law, the Student must take into account the involvement of the Dean or the University Ethics Commission.

9. Issues not regulated in the presented regulations of the Immunology course at the Department of Human Physiology and Pathophysiology are the responsibility of the Coordinator of Immunology and in his absence the Head Department of the Human Physiology and Pathophysiology.

10. The rules of Immunology course are consistent with the Rules of Studies of UWM and with the procedures in force at the School of Medicine.

11. The student is required to read the health and safety rules at the places of classes, seminars and lectures.

12. Before classes, students are required to familiarize themselves with the location of the fire extinguisher in the Department of Human Physiology and Pathophysiology and First Aid Kit in the laboratory. During the course, Students are required to comply with health and safety regulations in force in the laboratory.

13. Framework organization of the academic year 2024/2025

Semester		Date
University inauguration of the academic year		01.10.2024 ¹⁾
Winter semester	Lectures, classes, seminars	30.09.2024. – 22.12.2024
	holiday break	23.12.2024 – 06.01.2025
	Lectures, classes, seminars	07.01.2025 – 02.02.2025
	Winter session	03.02.2025 – 16.02.2025
	- the first date of exam	
	Winter session	17.02.2025 – 23.02.2025.
	- retake of failed exam	

Explanations:

1. On October 1, 2024 (Tuesday) - Rector's Day