

Didactic rules of the course: Microbiology

1. Basic information:

- a. Classes are conducted by the **Department of Microbiology and Mycology** (Faculty of Biology and Biotechnology), **Department of Human Physiology and Pathophysiology** (School of Medicine) and the **Department of Microbiology and Clinical Immunology** (Faculty of Veterinary Medicine);
- b. Employees responsible for the implementation of the subject:

Department of Microbiology and Mycology

(Faculty of Biology and Biotechnology, Oczapowskiego Street 1A):

- dr hab. D. Górniak, prof. UWM (gorniak@uwm.edu.pl)
- dr hab. inż. J. Możejko-Ciesielska, prof. UWM (justyna.mozejko@uwm.edu.pl)
- dr E. Sucharzewska (ewko@uwm.edu.pl)

Department of Human Physiology and Pathophysiology

(School of Medicine, Warszawska Street 30):

- prof. M. Majewski (mariusz.majewski@uwm.edu.pl)
- dr A. Osowski (adam.osowski@uwm.edu.pl) – Course Coordinator

- c. The place, time, topics and credits of each form of classes are specified in the following documents: plan of study, syllabus, schedule of classes;

2. Didactic classes include:

- a. **Laboratory classes (in groups of 10-12 students);**
- b. **Seminars;**
- c. **Lectures;**

3. Rules for students' participation in classes:

- a. Students are obligated to be present at all laboratory classes/seminars and to attend them only with the group into which they are assigned;
- b. Laboratory shoes, masks and gowns are obligatory during laboratory classes;
- c. Eating during classes/lectures is forbidden;
- d. Students are not allowed to use mobile phones during classes/lectures;
- e. Students have to report to the teachers any accident which took place during classes/lectures;

4. Class attendance, justification and making up for absence:

- a. Students are obligated to be present at all laboratory classes/seminars and to attend the classes only with the group into which they are assigned;

- b. All absences have to be excused;
- c. The permissible numbers of justified absences are: 1 for laboratory classes, 1 for seminars. In the case of excused absences during examinations, students are asked to contact the examining teacher in order to determine the appropriate date;
- d. In case of justified absence during laboratory classes or seminars students have to send (by an e-mail) a copy of the sick leave directly to the teacher. After the absence period students have to pass the whole material which they've missed during their absence;
- e. In case of absence on more than one lecture, the lecturer has the right to verify student's knowledge;
- f. The way of making up for absences from classes should be consulted with the teacher responsible for the implementation of particular types of classes;
- g. In case of unjustified absence during laboratory classes/seminars student will be excluded from the course.

5. Rules for passing of **bacteriology** laboratory classes:

- a. The instructions for the practical realization of the experiment will be available before the first class. Students are obligated to be prepared from this material. The practical and theoretical knowledge of students may be checked at the beginning of the class.
- b. Students will write a test on Lab 4 (**Test 1**) and Lab 7 (**Test 2**). These tests will be referred to the theoretical and practical materials from the laboratory experiments. Student can get from the test maximum **30 points**.
- c. To pass the tests students should obtain positive results (score at least of 60%).
- d. If the student does not pass the test at the first attempt, he/she has to write a test once again. The retake Test 1 will be held on Lab 7 (together with the Test 2). Students have to arrange the repetition of the Test 2 with a teacher. From a retake test students can get no more than 18 points (60%) of the maximal scores (30 points).
- e. Students can have an entrance tests, or have to give an oral or written answer during lab classes. This tests will be referred to the theoretical and practical material from each topic. If student fails this test, teacher may deduct up to **5 points** from the Test 1 or Test 2 for each failed test.
- f. **The condition for passing the bacteriological part is to obtain at least 60% of points in the virological part and seminars. Failure to pass any part of the course results in failing the course and the need to repeat it in the following academic year.**

6. Rules for passing of **virology** laboratory classes:

- a. Students will take **2 colloquia** during 2nd and 3rd lab classes, where questions will be referred to the theoretical and practical material from each topic.
The colloquia will contain:
 - questions referred to the practical realization of particular classes;
 - questions referred to the theoretical content related to the classes' topic;
 Student can get maximum **25 points** from each test;
- b. During second laboratory classes, students will also complete a short test, which is called a „work card“. Students can get maximum **5 points** for filling out their work cards correctly;
- c. For third laboratory classes, students divided by a teacher into groups have to give an oral answer on the one chosen topic. For this, each student can get maximum **5 points**.
 - 1st topic: Basic virology. Baltimore classification.
 - 2nd topic: Laboratory diagnosis of viral infections;
 - 3rd topic: Viral gastrointestinal infections;
 - 4th topic: Viral congenital infections;
 - 5th topic: HIV. Immunoprophylaxis of viral infections;

- d. To sum up, students can get maximum **60 points** from all laboratory classes from the virology part;
- e. The following scale will apply to the final grade from laboratory classes:

Students can get maximum **120 points** from all laboratory classes (**VIROLOGY (60 points) + BACTERIOLOGY (60 points)**)

NUMBER OF POINTS	FINAL GRADE
120 – 111	5,0
110 – 101	4,5
100 – 91	4,0
90 – 82	3,5
81 – 72	3,0
<72	2,0

- f. In the case when student fails to achieve the limit of points required to pass the laboratory classes, she/he **will be obligated to write a final colloquium from the whole laboratory classes material and gain at least 60% of points from it. There is only one term of the final colloquium;**
- g. **The condition for passing the virological part is to obtain at least 60% of points in the bacteriological part and seminars. Failure to pass any part of the course results in failing the course and the need to repeat it in the following academic year.**

7. Rules for passing of **mycology seminars**:

- a. Class attendance is obligatory. Absences should be excused at the teacher's within 7 days.
- b. During the first class, topics will be assigned to prepare a presentation on one's own. The student must submit his presentation within the prescribed period.
- c. Students will write a final test on the content of the seminars.
To pass the test, students should obtain positive results (a score of at least **60%**). If the student fails the test the first time, he / she must re-write the test.
- d. The final grade will be the average of the grades from the presentation and the final test.

If student does not reach the point limit in seminars, the course is treated as failed, student is not allowed to take the exam and must repeat the entire microbiology course.

8. Rules of passing of **lectures - EXAM**:

- a. Attendance at lectures is obligatory.
- b. Eating during lectures is not allowed during.
- c. It is also forbidden to record and take photos without the consent of the lecturers.
- d. Mobile phones should be turned off during lectures.
- e. Students are entitled to 3 exam terms: term I, term II (first retake), term III (second retake).
- f. The MCQ exam (term I) will consist of **50 questions**. Each student can receive a **maximum of 50 points** for all correct answers. The condition for passing the exam is to obtain **30 points**, which is **60%**.
- g. The first and second retake exams are oral and consist of **3 questions** that include all the material covered in the subject.
- h. The first term exam's date is held in the summer exam session, and the exact date and place are agreed by the Class Representative with the Course Coordinator. The dates of the two retake exams are set similarly, but they are to take place no later than the end of the September retake session.
- i. **The following scale will apply to the final grade from the EXAM:**

NUMBER OF POINTS	FINAL GRADE
50-47	5,0
46-43	4,5
42-39	4,0
38-35	3,5
34-30	3,0
≤29	2,0

During assessing the results of retake exams, the grading scale adopted at the University of Warmia and Mazury in Olsztyn will apply, and the pass threshold will be 60%.

9. **Students have the right to inspect their works. This should be done directly after classes or later, after setting the term by an e-mail;**
10. **Academic rule of law and integrity:**
 - a. Cheating during tests is strictly forbidden and may lead to failure of the course or even to the removal from studies;
 - b. In case when student cheats or is unprepared for classes, the teacher may also deduct up to 10 points from his/her overall score;
11. **In matters not covered by these didactic rules the Course Coordinator makes final decisions.**
12. **The rules of classes are in accordance with the UWM Study Regulations and procedures at the School of Medicine (Procedure: WSZJK-O-WL-2).**
13. **All students are also required to become familiar with the health and safety rules at the place of classes.**
14. **Acceptance of the above regulations.**

I declare that I have read the above regulations, understand their content and fully accept them

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GROUP:
NAME & SURNAME
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