

**University of Warmia and Mazury in Olsztyn
Collegium Medicum, School of Medicine
Department of Anatomy and Histology**

**Regulations for the Microscopy Laboratory and Computer Workstations
Academic Year 2026/2027**

These regulations govern the use of rooms 2 and 5 during classes. Students must take care of their assigned workstation, equipment, and slides and use them for their intended purpose, following the instructor's directions.

1. Leave outerwear, bags, backpacks, and outdoor footwear in the lockers in the student changing room at the Medical Simulation Center.
2. Arrive on time for classes. Late arrival will be recorded as an unexcused absence.
3. Wear a white protective lab coat and white indoor shoes during classes.
4. Each student is assigned a workstation with a light microscope, a computer with a monitor, keyboard, and mouse, and a box of histological slides. Use the assigned equipment and do not change workstations without the instructor's permission.
5. At the start of each class, check the condition of the workstation, microscope, and slides. Report any faults, damage, or missing items to the instructor immediately, preferably before starting work. Do not repair equipment or attempt to fix faults yourself.
6. Do not connect or disconnect devices, cables, or accessories, change workstation connections or configuration, or remove equipment, slides, or other items from the room on your own. Only the instructor or a person authorized by the instructor may change connections.
7. Enter and remain in the room only when the instructor is present. Stay focused during classes, do not disturb others, and follow the instructor's directions.
8. Eating and drinking are prohibited in the microscopy laboratory.

Computer Use and Responsibility

9. Do not use personal electronic devices during classes, including cameras, cell phones, and computers. Without the instructor's explicit permission, do not connect personal USB drives, phones, chargers, cables, power banks, hubs, or other accessories to computers or electrical outlets. Do not attempt to enable Wi-Fi or Bluetooth or connect personal wireless adapters.
10. Use computers for their intended purpose, with the designated student account, and only for class-related activities, following the instructor's directions. Do not install or modify software, change system, network, or security settings, or bypass workstation restrictions. Only visit websites specified by the instructor. Do not use the administrator account or run applications from personal storage devices.
11. During classes and tests, use computers, materials, and sources only as directed by the instructor. Without the instructor's permission, do not obtain assistance from external sources or tools, including online services and messaging apps, or copy, record, or share teaching materials, questions, or answers.

12. Save class-related files in the location specified by the instructor. The contents of the local Downloads, Desktop, and Documents folders are deleted when you sign out of the student account. Before signing out, save and submit the required work. Do not store personal files or confidential data on the workstation.
13. At the end of each class, leave the workstation and slides in order and sign out of the student account. **Do not leave the computer with an active session.**
14. Immediately report any faults, damage, missing slides, suspected unauthorized access, or other equipment or security problems to the instructor. Do not change the configuration or attempt to resolve the effects of a malfunction yourself.
15. Students are responsible for the equipment and slides entrusted to them to the extent specified by applicable rules and UWM regulations. Liability for damage is determined based on the circumstances. Reporting an existing fault before starting work allows the condition of the workstation to be documented.
16. Follow the health and safety rules of the University of Warmia and Mazury during classes. Immediately report any cut or other injury to the instructor.
17. Smoking nicotine products, including e-cigarettes, is prohibited on the premises of the University Clinical Hospital.
18. A violation of these regulations will result in removal from the room and will be recorded as an unexcused absence. Further consequences for class credit are specified in the applicable course rules.

Olsztyn, October 1, 2026