

**DIDACTIC REGULATIONS**  
**Facultative classes I**  
**“From manuscript to published work”**  
**Doctoral School at MUB, academic year 2025/2026**

1. Facultative classes I, "From manuscript to published work" (10 hours), are offered in the first year of the Doctoral School curriculum as seminars on the Blackboard remote learning platform ([umbedu.blackboard.com](http://umbedu.blackboard.com)). The course concludes with a credit.
2. The program content and learning outcomes are outlined in the course syllabus, which is available on the Doctoral School website, the Department of Toxicology website ([www.umbedu.pl/wf/zaklad-toksykologii](http://www.umbedu.pl/wf/zaklad-toksykologii)), and the Blackboard learning platform.
3. Classes will be conducted according to a schedule agreed upon with the PhD students and available on the Department of Toxicology website and the Blackboard learning platform.
4. Seminars will be conducted in accordance with these regulations, which will be presented to PhD students at the first seminar. The regulations are available on the Department of Toxicology website and on the Blackboard learning platform.
5. PhD students are required to attend all seminars and to participate actively.
6. It is forbidden to take photos or record video during classes.
7. To prepare for seminars, the PhD student should use the following textbooks:

*Basic literature*

- Watała C., Różalski M., Boncler M., Kaźmierczak P.: *Badania i publikacje w naukach biomedycznych. Tom 2 – Przygotowywanie publikacji.* Alfa Medica Press, Bielsko-Biała 2011.

*Additional literature*

- Watała C., Różalski M., Boncler M., Kaźmierczak P.: *Badania i publikacje w naukach biomedycznych. Tom 1 – Planowanie i prowadzenie badań.* Alfa Medica Press, Bielsko-Biała 2011.
- Apanowicz J.: *Metodologiczne uwarunkowania pracy naukowej. Prace doktorskie, prace habilitacyjne.* Difin, Warszawa 2005.

8. Passing this course is based on the PhD student's knowledge, skills, and competencies assessed during seminars and a test covering all program content. To pass the course, the PhD student must achieve at least 60% of the assessed learning outcomes.
9. The PhD student must justify their absence from the seminar (only a sick note or a certificate of absence certified by the Director of the Doctoral School), no later than the next class after the reason for the absence ceases.
10. In the case of an excused absence from a seminar, the PhD student is required to pass the material covered in the class from which they were absent within a maximum of 14 days, following prior arrangement of the date with the leading teacher.
11. The test will be administered on the Blackboard learning platform. It will consist of 10 questions covering all program content and will last 13 minutes. Active attendance at the seminars is required for admission to the test. Passing the test requires a minimum score of 60% of the maximum points (10 points, 1 point per correct answer). The test results will be available to the PhD student on Blackboard. If the test is not passed, the PhD student is entitled to one retake. The PhD student must retake the test within 14 days of the failed test. Failure to take the test without justification will result in a failing grade.
12. The PhD student is prohibited from using unauthorised aids during the test, including notes, books, scripts, and other supporting materials; electronic devices for remote communication

(radiophones, walkie-talkies, cell phones, etc.), and information-gathering devices (tape recorders, players, computers, etc.).

13. The PhD student should complete the course no later than the end of the summer examination session in the 2025/2026 academic year (by September 15, 2026). After that date, the PhD student loses the right to receive course credit.
14. The PhD student may consult with the teacher (remotely or on-site) outside of class hours. Consultations will take place immediately after individual seminars, during the teacher's general consultation hours (consultation dates are available on the Department of Toxicology website under the Student Consultations tab), and on dates agreed upon with the teacher. For all email communications with the teacher, the PhD student should use academic email (...@sd.umb.edu.pl). The teacher's email address is available on the Department of Toxicology website.
15. If questions or concerns arise regarding the teaching process, the PhD student has the right and obligation to contact the teacher.
16. The above Regulations are consistent with the Regulations of the Doctoral School at the Medical University of Bialystok. In matters not addressed by these Regulations, the Regulations of the Doctoral School at the Medical Unpublishediversity of Bialystok shall apply.