

**Didactic Rules of the "MICROBIOLOGY" course,  
for Students of II<sup>nd</sup> Year of the Medical Faculty  
in the Department of Medical Microbiology and Nanobiomedical Engineering  
(Academic Year 2023/2024)**

**General Policies**

1. Didactic rules in the Department of Medical Microbiology and Nanobiomedical Engineering are in accordance with the general policies of the Medical University of Białystok. (*please see the Annex to Resolution No. 91/2023 of MUB Senate from 27.04.2023*).
2. In addition, during the first classes (labs), all students must acquaint themselves with the internal didactic rules and safety regulations, which are confirmed by their signatures. Students ignoring the didactic and safety regulations will not be admitted or will be removed from the classes without credit.
3. Lectures and classes (labs) are conducted according to the study program.
4. Recommended and optional books are included in the Microbiology Syllabus.
5. Using mobile phones, smartwatches, tablets, laptops, cameras, earbuds, and other similar electronic devices during classes/lectures/seminars/credits **is strictly prohibited**.
6. Speaking and cheating in any form during quizzes, tests, and exams are strictly prohibited and result in failing a quiz, a test, or an exam (0 points or grade 2) with additional consequences (*please see the Annex to Resolution Regulation No. 91/2023 of MUB Senate 27.04.2023*).
7. During the exam, in the case of violation of rules described in points 5 and 6, the exam will be interrupted with subsequent informing the Rector to initiate the disciplinary proceedings; in justified cases, i.e., a suspected criminal offense, also law enforcement authorities will be notified.
8. **Attendance in lectures, classes, and credits is mandatory. All absences must be justified!** Only doctor's or dean's leaves are allowed, which must be shown (the original document) to the course coordinator at the latest in the first classes after the absence. Students must attend punctually on classes\lectures and credits; otherwise, they will not be admitted.
9. **Students are obliged to follow the Safety Precautions discussed during the first classes. Before entering the classroom, students are obliged to change shoes and wear disposable laboratory coats; backpacks/bags and other things must be left in personal lockable closets outside of the classroom (on the corridor). (Note: during labs, each student is responsible for the key to the closet; in case of loss or damage, the student covers the cost of replacing it!).**  
In addition, students must be equipped with an exercise book (at least 30 pages), pencils (red and violet/purple are always obligatory), a 10-15cm ruler, and a waterproof marker.
10. Students have classes in fixed groups, i.e., the deans' groups. Doing labs with other groups is not possible since the The number of students' workplaces is limited and adapted to the group's size.
11. Students must be prepared to actively participate in labs on the basis of recommended textbooks and labs/lectures. Short lab quizzes are used to evaluate student's knowledge, which is scored by points, i.e., 10 points per quiz. In total, 3 lab quizzes are scheduled during the course; thus, 30 points can be collected. **To be admitted to the final exam at least 18 points (≥60%) from all lab quizzes are required.** For students with less than 18 points (≤60%) an additional quiz (covering the material from all 5 lab quizzes) is provided to enable admittance to the final exam (at the end of the course, 13th labs week). The overall number of points from this test is 20, and at least 12 (≥60%) are required to pass it.
12. Students must have exercise books (starting from the 1st lab) to note results from laboratory experiments. The exercise books are checked by teachers at the end of every lab to get the lab credit.

13. Students are obliged to note and monitor their results from the labs, i.e., lab credits, quizzes, and tests, in the exercise books, and made-up omitted labs, quizzes, or tests in an appointed time (please see point 14).
14. **Absence (even justified) on more than four labs results in non-admission to the examination session!**
15. **Absence (even justified) on more than three lectures results in non-admission to the examination session!**
16. Students must make up all missed labs as a multimedia presentation (e.g., PowerPoint presentation) on a related topic (individually chosen by the teacher for each student). Otherwise (or in the case of unjustified absence), labs will not be credited. In addition, if the missed lab includes a lab quiz, the student must take it in the second term, i.e., at the end of the course, which will be set in agreement with the class representative.

**Please note that all labs must be credited to be admitted to the "Microbiology" final exam!**

### Credits

17. After every part of the course material, an MCQ test is organized, which covers topics from the recommended books, labs, and lectures. In total, **three lab tests** are scheduled during the course and are scored as follows: test I – 15 points, test II – 25 points, and test III – 35 points. **The overall number of points from all tests is 75, and to be admitted to the "Microbiology" final exam at least 45 points ( $\geq 60\%$ ), must be collected!**

**Please note that there are no test retakes!**

18. **All tests (I, II, and III) take place outside of lab time simultaneously for all students** (lab hours are reduced by the time devoted to the tests). **In a case of justified absence, a student must take the skipped test in the second term**, i.e., at the end of the course, which will be set in agreement with the class representative.

#### **In addition:**

- $\geq 60\%$  from every test (taken in the first term) is one of the criteria that enable exemption from the practical exam (please see point 18),
- Students have the right to inspect the test results within two weeks after announcing it (please see point 24).

19. **For students with less than 45 points ( $<60\%$ ) an additional test** (covering the material from all four tests) **is provided to enable admittance to the final exam** (at the end of the course). The maximum number of points from this test is 30, and at least 18 ( $\geq 60\%$ ) are required to pass it.

**Please note that at least 30% of all three tests are required to be admitted to this test!**

20. **Students' practical skills, i.e., acquired during the labs, will be assessed at the end of the Microbiology course (the last lab)**, maximum number of points from the assessment is 10 and at least 6 points ( $\geq 60\%$ ) are required to pass it.

#### **Please note:**

- **Students have the right to retake the practical assessment, but only once!**
- Passing the practical exam is a prerequisite to be admitted to the final theoretical exam.
- **Exemptions from the practical assessment are allowed.** A student can be exempted from the practical exam, but only if fulfils the following conditions:
  - $\geq 60\%$  from every test (I, II, and III) and  $\geq 60\%$  from every lab quiz taken in the first terms,
  - only one justified and made-up lab absence is allowed.

**21. To credit the "Microbiology" course and to be admitted to the examination session, students must:**

- credit all labs,
- collect  $\geq 60\%$  from the three tests or in the case of students with  $<30\%$  ( $\leq 23$  points), collect  $\geq 60\%$  from the additional test (please see point 19),
- pass the practical exam (exemptions from this exam are allowed; please see point 18).

**22. In the case of a failed "Microbiology" exam, the student must repeat the entire "Microbiology" course (83 didactic hours).**

**23. The final theoretical (test) exam date will be set with the class representative. The maximum number of points from this exam is 100. Therefore, at least 60 points ( $\geq 60\%$ ) are required to pass it.**

**Grading scale:**

$<60\%$	-	Failed (2)
60%-69%	-	Satisfactory (3)
70%-79%	-	Fairly Good (3+)
80%-87%	-	Good (4)
88%-93%	-	Better Than Good (4+)
$\geq 94\%$	-	Very Good (5)

**24. All student matters can be discussed with the course coordinator during consultation hours (previously set in agreement with the class representative).**

**25. Any issues not resolved by this document are subject to the regulations of First Degree Studies, Uniform Master's Degree Studies of Medical University of Bialystok.**

***Head of the Department: prof. dr hab. Robert Bucki***

***Course coordinator: dr hab. Krzysztof Fiedoruk***  
*(email: krzysztof.fiedoruk@umb.edu.pl)*