**LABORATORY DIAGNOSTICS COURSE ORGANIZATION**

**AND REQUIREMENTS FOR COMPLETION OF THE COURSE**

**DEPARTMENT INTERNAL REGULATIONS (2018/2019)**

1. Classes in laboratory diagnostics for the III year Medical Faculty students are conducted in accordance to the plan provided by the Dean with the teaching load of **30 hours** of laboratories and **13 hours** of lectures.

2. During the introductory classes the students are acquainted with laboratory regulations, safety instruction, course organization and requirements necessary to complete the course.

3. In order to obtain a credit for laboratory diagnostics it is compulsory:

• actively participate in the practical classes

• properly conduct the experiments designed in the course plan.

• return all the laboratory equipment and leave the working station in order after each
 laboratory

• obtain at least 56% for the laboratory reports and the final test.

4. Students' attendance at the classes is **compulsory**. The leave of absence certificate must be presented to the person supervising the classes **on the first classes** after the cessation of the cause of absence.

5. All of the absences must be made up for in the form of an additional assignment delivered by the teacher. Absences include classes on which the student was absent because of justified reasons as well as rector’s days and dean’s hours.

6. A credit for all the laboratories as well as submission of the laboratory reports is a prerequisite for participation in the final test in diagnostics.

7. Final test in diagnostics is in the form of a test consisting of single-choice questions.

8. The students cannot possess phones or any other electronic devices (even switched off) during
the time of the final test. Possession of such devices will result in a negative grade without any discussion as to the reasons of their presence. The University Disciplinary Commission will also be informed about the attempt of cheating by a student, which is considered a serious transgression against the University rules.

9. The student, who, because of justified reasons, is not present on the first term of the final test should inform the person responsible for the test within three working days from the date of the test about the reason of absence.
**The original of leave of absence should be left in the Dean Office and a copy at the secretarial office of the Department immediately after the cessation of the cause of absence.** Provided the leave of absence is considered justified, the student is assigned a new final test date before the examination session or, in the case of prolonged illness, during the second-chance session.

10. All the information concerning the organization of the course including the schedule is accessible to Students on information boards in the Medical Biochemistry Department and on the Internet page at: http://www.lekarski.umed.wroc.pl/biochemia-dydaktyka-ed

11. The above rules of Medical Biochemistry Department Internal Regulations are based on "Wrocław Medical University studies Regulations " approved by the University Senate for academic year 2018/2019.