

**The rules of teaching of
MOLECULAR BIOLOGY AND GENETICS
for Medicine English Division students,
1ST year
2013/2014**

1. Students must **strictly obey** starting and ending dates of the semester. You cannot be late at the beginning or leave early at the end of the academic year; there will be no exceptions to this rule.

2. Labs begin exactly at the given time. You are obligated to be **5 minutes earlier** than your scheduled class. If you are late you won't be allowed to participate in labs.

3. Presence and active participation in laboratory classes are obligatory. **Absence** from **one** class during the semester is allowed only with a doctor's note, or some other written evidence. Make-up labs are only allowed if space is available.

4. Students must read assignments before coming to class. Knowledge will be assessed by a very short exam at the beginning of class. Each test is based upon the assigned readings, worth 8 points, and there are 5 of them. These are worth 50% of the final grade. Grading scale: 21-24 pts. = C; 25-28 pts. = C+; 29-32 pts. = B; 33-36 pts. = B+; 37-40 pts. = A

5. At the completion of each lab, the assistant must sign your lab book. ALL signatures MUST be present in order to earn the right to take the final examination.

6. The final test includes material from labs, lectures and books listed for the course. Knowledge from all of these sources is obligatory. The final multiple choice test has 50 questions (correct answer = 1 point) and 2 genetic tasks (correct answer = 2 points) for a total of 54 points.

7. For the biological sections, students should bring a blank A5 format notebook with a minimum of 60 sheets. The drawings must be completed in regular or colored pencil. No ink allowed

8. During the semester, one theoretical colloquium is scheduled.

9. The following scale will apply to the final test grade. No exceptions will be made to this grading scale. Passing: 5 for 51 – 54 pts; 4+ for 46 – 50 pts; 4 for 41 – 45 pts; 3+ for 38 – 40 pts; 3 for 32 – 37 pts; Failing: 2 for 0 – 31 pts.

10. There are three chances to earn a passing grade on the test. However, an absence from the colloquium is a failing grade. The final grade will be an average of all exams taken.

11. Students MUST attend all lectures.

12. Students are REQUIRED to wear physicians' lab-coats and shoe covers during labs.

13. Microscope slides will be demonstrated in class. Students are asked to use microscopes carefully. Should you have questions about using the microscope do not hesitate to ask your teaching assistant.

14. **No food and drink are allowed in the laboratory. No mobile phones, tablets and/or cameras are allowed in classes and lectures.**

15. During labs, problems may be resolved by the assistants, by the Assistant-Tutor MSc Michael Thoene, or (if necessary) by the Head of the Department – Prof Ewa Dzika.

16. Refusing to sign these rules means you are not allowed to participate in classes.