**Internal Didactic Regulations**

**Immunology, Medicine, Year II**

**Academic Year 2025/2026**

1. General information about the teaching unit and the subject:
2. Name of the teaching unit: Department of Immunology
3. Head of the didactic team: dr hab. Lidia Gackowska, prof. UMK, Head of the Department of Immunolgy
4. Person responsible for didactics: dr Małgorzata Wiese-Szadkowska
5. The didactic team: dr hab. Lidia Gackowska, prof. UMK,
dr Małgorzata Wiese-Szadkowska,
6. Name of the subject: Immunology
7. Year of study: II
8. Duty hours of the didactic team:

-dr hab. Lidia Gackowska, prof. UMK: Tuesday 12.30-14.00

-dr Małgorzata Wiese-Szadkowska: Tuesday 12.30-14.00

1. Form of the classes:
2. The type of the didactic activities:

-lectures 10 hours,

-seminars: 10 hours

-practical exercises: 10 hours.

1. Didactic activities are conducted based on the learning outcomes designed for the subject and in accordance with the topics in the syllabus and in the schedule of the classes set by the head of the department.
2. Lectures are conducted by: dr Małgorzata Wiese-Szadkowska
3. During the winter term the lectures will be delivered in a remote form, seminars and tutorials will be conducted in a stationary mode.
4. Information concerning each topic (e.g. topics of planned presentations, etc.) will be transmitted in advance via the USOS system laboratory group emails or via the group representatives emails.
5. Students are obliged to regularly check their emails in the USOS system. Any questions to the teachers outside class hours should be directed to the email addresses listed below:

-dr hab. Lidia Gackowska, prof. UMK: l.gackowska@cm.umk.pl

-dr Małgorzata Wiese-Szadkowska: mwise@cm.umk.pl

1. During first classes, students will become familiar with the organization of the classes, including teachers’ duty hours, the didactic regulations, health and safety regulations and conditions for obtaining a course credit. Familiarity with the class regulations and the commitment to comply with them are confirmed withe the students’ signatures.
2. Participation in the seminars and practical laboratory classes is mandatory. Students’ attendance will be monitored.
3. Students are obliged to attend the classes punctually and with appropriate theoretical preparation. Late arrivals of more than 15 minutes will be treated as absence.
4. It is strictly required to attend classes with the assigned group. Any changes in this regard should be agreed in advance with the teacher conducting given classes.
5. Didactic classes which could not have been conducted due to the rector’s hours will not be rescheduled. However, the required topics will be verified during colloquium (a test) or the exam.
6. Students are obliged to prepare systematically with the current issues planned in the didactic schedule and the syllabus.
7. Copying and dissemination of the teachers’ or students ‘presentations given during classes is prohibited.
8. Students should show respect toward the teachers and other University staff, as well as toward their colleagues.
9. Forms and conditions of passing the subject:
10. The main condition is obtaining passing marks in laboratories and seminars and a positive grade at the final exam.
11. The form of knowledge verification:
12. passing of a single seminar or a single practical requires knowledge of theoretical issues enumerated in the seminars and practical’s topics in the didactic schedule, information provided during lectures and active students’ participation during classes.
13. Theoretical knowledge will be verified during the seminars and practicals and may take the form of written answers (short tests) and/or oral answers
14. Written tests (short tests) will be scored.
15. In the event of rector hours the total number of points may vary between the groups.
16. Students obtain extra points for individually prepared presentations. The presentations are graded from 0 to +1 point. For not having the presentation: -1 point. The individuals who prepare the presentations are designated by the teacher.
17. Oral answers during the classes are graded from -1 to +1 point.
18. Seminars and practicals are assessed collectively at the last class and end with a pass without a grade. To obtain the credit students must achieve at least 60% of the total points available for the term, including all the written tests from the seminars and practicals.
19. In the final grade, all extra points are added and negative points are deducted (if a student received any negative points for missing a presentation, or not knowing current issues, or failing a short test).
20. Students who at the end of the term will not earn required 60 % of total points must take a colloquium (a written test) covering material from all the seminars and practicals. To pass the test 60% of correct answers is required (in this case no extra or negative points are taken into account).
21. If students fail the written test, they are entitled to one retake, also in the form of a written test.
22. The Immunology course ends with an exam. The exam will be conducted in a written form (a single-choice test). A passing grade requires 60% of correct answers. The exact assessment criteria are outlined in the course syllabus.
23. Students who do not pass the test are entitled to two retake attempts (written tests).
24. Conditions of making up for missed and excused classes or classes not completed due to other reasons:
25. Each absence requires justification in the form of a medical certificate, which must be submitted within 5 working days from the cessation of the reason for the absence. Failure to meet the condition given will result in not passing the respective classes and will affect the possibility to pass the course.
26. An excused absence from classes will be treated as an unpassed practical. This does not exempt students from covering the material as soon as possible. At the Department of Immunology, one week from returning from the sick leave has been adapted as an acceptable period to make up for missed classes. All the short tests that are overdue due to the students’ absence should be completed during this period. Failure to write missed short tests will result in the students’ receiving negative points in an amount equal to the point value of the missed test (e.g. if the short test was scored 5 points, the student will receive
 -5 points).
27. Methods and forms of making up for the missed classes: in case of any absence students should contact the teacher and attend classes with another group that has the same topic in classes. If it is not possible to make up the classes with another group, the teacher determines the method. Failure to make up the classes may result in not being allowed to write the colloquium, the test or not passing the course.
28. Books required:
29. Janeway's Immunobiology, Norton & Company · 2022, Murphy, Kenneth M;
30. Basic Immunology, Elsevier, Abul Abbas, Andrew Lichtman.
31. General and detailed health and safety rules required at the Department of Immunology:
32. Students should be healthy without symptoms of infections.
33. Students with minor infection symptoms should wear protective masks covering their mouth and nose.
34. Before attending the classes students are obliged to leave their outerwear in the cloakroom. Students must strictly mute and put away their phones.
35. Students are required to possess and wear laboratory coats, disposable laboratory gloves and comfortable footwear. Students should have short nails.
36. Absolute adherence to cleanliness is required. Eating, drinking, smoking, being under the influence of alcohol or intoxicants, and using fire is strictly forbidden. Students who do not comply with these rules will be expelled from the classes.
37. During classes any use of phones is prohibited, as is taking photos and/ or recording the classes without the permission of the teacher with the use of cameras, tablets and any their electronic device equipped with a camera and/or a video camera. It is also prohibited to use audio-only recording devices (e.g. voice recorders).
38. Students will be financially responsible for any material damages caused by their conduct that violates the health and safety at work regulations and fire safety regulations.
39. It is forbidden to switch on or operate any laboratory devices or equipment without the knowledge and consent of the teacher.
40. Students may not leave the classroom or laboratory without the teacher’s permission.
41. If a student leaves the classroom (e.g. to go the restroom) and does not return or returns after a very long period of time, this fact will be recorded in the attendance log.
42. In case of any hazards or accidents during classes, students are obliged to report them immediately to the teacher.
43. After the end of the classes, it is mandatory to tidy the working space.
44. All questions regarding the regulations should be directed to the person responsible for the didactics in the Department of Immunology.
45. Non-compliance with the health and safety regulations may result in removal from the classes.
46. Methods of disseminating information in the Department of Immunology:
47. All organizational information regarding the educational process in the subject of Immunology is posted on the department’s notice boards (the pathology teaching building, 2nd floor).
48. The regulations are available on the department’s website.
49. All correspondence between the students and the teachers takes places through email addresses established on the university’s mail servers. Academic teachers use official work email addresses ending with: @cm.umk.pl, while the students use addresses that include their index numbers (@stud.umk.pl)