

Faculty of Biotechnology

Exchange Student's Guide

Welcome to the Faculty of Biotechnology at the University of Wrocław!

This Guide is intended to provide you with the knowledge required for coping with your Biotechnology studies and to help you to adjust to faculty life.

We will do our best to make your introduction to the University as smooth as possible.



Fot. Magdalena Marcul

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Most Important Information

Academic Student Exchange Coordinator

Academic (or Faculty) Student Exchange Coordinator signs Learning Agreements and is in charge of personally advising international students regarding academic matters:



dr Justyna Ciuraszkiewicz

room: 3.27 (Department of Biochemistry)

Phone: 71 375 2712

E-mail: justyna.ciuraszkiewicz@uwr.edu.pl

Dean's Office opening hours

Dean's Office provides support to both, academics and students.

The Dean's Office is **open for students** on **Mondays, Wednesdays** and **Fridays**,

9:30 AM – 2:30 PM.

Contact person for international students:



mgr Alicja Kołodziejczyk

Administrative Help

room: 0.15 (Dean's Office)

Phone: 71 375 2995

E-mail: alicja.kolodziejczyk@uwr.edu.pl

Attendance confirmation (Study period confirmation)

As an Exchange Student you should have created an **on-line account** in the UWr International Office on-line system. Your personal account is valid during your study at the University of Wrocław. You may find there some documents which might be needed for your mobility recognition at your home University:

- Confirmation of enrollment
- Confirmation for the residence registration in Poland
- **Attendance confirmation**
- Changes to Learning Agreement

The **Attendance confirmation** can be signed **ONLY** during your last few days at the University. It is a document which confirms your study period at our University. The end date will be the same as the date of your visit in International Office.

Print the **Attendance confirmation** from your account. **You need to get a stamp and signature from International Office.**

Student ID card

Student ID card (pol. *legitymacja studencka*) is the most important document for each student. You need it to borrow books from the libraries, to obtain discounts on public transport, cinema and museum tickets etc.

You can collect your Student ID card from the Dean's Office.

The cost of **22 PLN** should be paid *via* bank transfer or at the post office using the special **payment slip**.

The payment slip is different for each student and you need to **download it from your USOSweb** account:

Student's Section → Payments → Uncleared Debts → Download Payments Slip.

Upon payment, keep the slip as a confirmation, it is necessary to deliver it to the Dean's Office in order to get your student ID card.

Changes to Learning Agreement

- Verify your Learning Agreement with [timetables](#).
- In case of overlapping classes, discuss possible changes in the LA with the Coordinator at your home university.
- Contact Erasmus+ coordinator (Justyna Ciuraszkiewicz) and make sure there are still places in the lab groups of your new choice.
- Make changes in your LA and register for classes.
- **Once you decide on a course it becomes a compulsory course for you.**

Transcript of Records

Upon completing all the classes you can ask for printing and certifying of your Transcript of Records in the Dean's Office.

Remember that without the signature and stamp from the Dean's Office your Transcript is not valid!

If not all your grades are in the USOS system before your departure, you may ask for sending it to your home university. To do that, please use the [Transcript of Records Request](#).

If you enroll for classes but do not attend them or do not take an exam, this course will not be listed in the Transcript of Records.

How to register for classes?

- In order to be registered for the selected courses contact Erasmus+ coordinator (Justyna Ciuraszkiewicz)
- The final decision on registration should be done within first 2 weeks of the semester.

Class types

During your career as a UWr student, you are expected to attend and participate in lectures, tutorials, seminars, and labs. What are the differences and what is expected of you?

Type	Description	Group Size	Room
Lecture (Lect.)	<ul style="list-style-type: none"> • oral presentation • open to public • lecturer may establish attendance requirements 	total internal enrolment	tiered venues (lecture halls) or flat spaces for smaller groups (seminar rooms)
Tutorial (Tut.)	<ul style="list-style-type: none"> • attendance is mandatory • less formal than lectures • allows students to actively participate • provide an opportunity to ask questions and to discuss key topics • valuable to students who need clarification and/or extra help • great learning tool through discussion with other students under the guidance of the instructor 	up to 25 students	usually flat teaching venues (seminar rooms)
Seminar (Sem.)	<ul style="list-style-type: none"> • attendance is mandatory • students have an opportunity to give an oral presentation to the rest of the group. 	up to 25 students	usually flat teaching venues (seminar rooms)
Laboratory (Lab.)	<ul style="list-style-type: none"> • attendance is mandatory • there is a practical component or task that must be completed • usually there is a requirement to complete a lab report • allows students to actively participate • provide an opportunity to ask questions and to discuss problems 	up to 12 students	science laboratory
Computer Laboratory (Comp. Lab.)	<ul style="list-style-type: none"> • attendance is mandatory • there is a practical component or task that must be completed • allows students to actively participate • provide an opportunity to ask questions and to discuss problems 	up to 25 students	computer laboratory

Grading scale

grade	Polish full term and abbreviation	definition
5.0	bardzo dobry (bdb)	excellent - outstanding performance with only minor errors
4.5	plus dobry (+db)	very good - above the average standard but with some errors
4.0	dobry (db)	good - generally sound work with a number of notable errors
3.5	plus dostateczny (+dst)	satisfactory - fair but with significant shortcomings
3.0	dostateczny (dst)	sufficient - performance meets the minimum criteria
2.0	niedostateczny (ndst)	fail - some more work required before the credit can be awarded

European Credit Transfer and Accumulation System (ECTS)

ECTS is a credit system designed to make it easier for students to move between different countries. Since they are based on the learning achievement and workload of a course, students can transfer their ECTS credits from one university to another so they are added up to contribute to an individual's degree programme or training.

Upon completing a course you are awarded ECTS-credit points.

A student who has completed the course obtains the number of ECTS points assigned to that course. The extent to which learning outcomes have been achieved has no effect on the number of ECTS obtained, but it does affect the grade obtained.

Didactic rooms in the Faculty of Biotechnology building

Didactic rooms are located on the ground and first floor of the Biotechnology building. There is also one basement room. There are four types of didactic rooms:

- **lecture halls** (rooms no. 1.03 and 1.05 on the first floor);
- **seminar rooms** (seminar rooms no. 0.07, 0.30, 0.31, 0.32 and 0.45 on the ground floor);
- **computer laboratories** (0.57 and 0.58 on the ground floor);
- **laboratory rooms** (-1.24, 1.09, 1.10, 1.23, 1.34, 1.35, 1.37 and 1.41).

Student's rights and responsibilities

The University of Wrocław expects all students to obey the law, to show respect for others, to maintain high standards of individual honesty in academic work. In short, a student enrolled in the University of Wrocław accepts the obligation to behave in an appropriate manner, also outside the University community.

Most important academic responsibilities:

- a student is expected to take an active role in the learning process by meeting course requirements,
- a student is expected to behave in an appropriate manner in classroom situations,
- teachers may establish classroom standards of behaviour and attendance requirements. Students will be expected to meet these requirements,
- a student is expected to maintain academic ethics and honesty in all its forms, including, but not limited to, cheating and plagiarism.

The policy for laboratory classes

Before participating in laboratory classes, students should familiarize themselves with the content of the policy on Occupational Safety and Health (OSH) in the laboratory and the content of each class performed on a given day.

I. OCCUPATIONAL SAFETY AND HEALTH

The following rules have to be followed in the laboratory room:

- Outer garments and backpacks should be stored in the personal locker and/or locker room.
- Long hair must be tied back.
- Laboratory coats and closed toe shoes have to be worn in the laboratory.
- No lab coats and no gloves outside of lab areas.
- No smoking, eating or drinking allowed.
- Be especially careful when working with poisons, concentrated acids and bases, and also fire.
- Maintain clean bench tops during the classes.
- Follow the manual and take care of equipment.
- Clean your work place after the class is finished.
- Before leaving the lab, always wash your hands.

II. ORGANIZATION AND COURSE OF THE CLASSES

1. At the beginning of the classes, the teacher is obliged to present to the students the detailed rules of completing the classes.
2. Each class may start with a test checking if the students are prepared to take the class. Not passing the entry test may result in not taking part in a given lab class. Grades obtained on the entry tests cannot be improved.
3. Exercises are performed individually or in subgroups according to the instructions given in the script and/or instructions provided by the teachers, and the teachers' detailed guidelines.
4. Reports on the exercises may be obligatory. This is decided by the teacher.
5. A teacher may conduct one or more tests during the course of the laboratory classes.
6. After the class is finished, glassware and equipment should be returned. Students are obliged to buy back any damaged glassware and equipment and present a proof of purchase.

III. REQUIREMENTS FOR SUCCESSFUL CLASS COMPLETION

7. The requirements for successful class completion are as follows:
 - Active participation in the classes and due performance of experiments planned within the class schedule.
 - Obtaining at least a pass grade (3.0). Detailed rules on grade calculation is presented at the beginning of the classes.
 - The final grade may be affected by the student's activity during lab classes.
8. **Only absence from classes and tests due to verified sickness or properly certified unexpected events is acceptable. Doctor's certificates should be submitted to the teacher within 7 days after return to class.**
9. Absences (also justified ones) cannot exceed 25% of the classes in total.
10. Students are entitled to improve fail grades from tests once only.
11. Test retakes are held within the time specified by the teacher.
12. Pass and higher grades are not subject to improvement.
13. Unjustified absence from the tests means a fail grade, which may be improved under the conditions described above.
14. A requirement for class completion is settlement of any glassware and equipment taken by the student.

Lab coats can be purchased:

- **Sklep Medyczny Cezal (Cezal Medical Store)**

Sienkiewicza St., 42-44 (ul. H. Sienkiewicza 42-44)

opening hours: Monday - Friday 9:00 am - 5:00 pm

price: 60 – 130 PLN

- **Medor**

Grabiszyńska St., 75A (ul. Grabiszyńska 75A)

opening hours: Monday - Friday 9:00 am - 5:00 pm, Saturday 9:00 am - 3:00 pm

price: 150 – 200 PLN

- **Wave Concept Odzież Robocza**

Traktatowa St., 1 (ul. Traktatowa 1)

opening hours: Monday-Friday 7:30:00 am - 4:00 pm

price: 40 - 110 PLN



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Didactic organisation at faculty of Biotechnology during COVID-19 pandemic

- Laboratory classes take place in a stationary form. Nevertheless a part of a given laboratory classes may take place remotely.
- Most of the lectures and seminars take place remotely at least up to April, 1st, 2022.
- Only some specific lectures provided for very small groups may take place stationary in March, 2022.
- The mode of classes is given in timetables (“on line” or the room no. is given).
- MS Teams is generally used for on line teaching. Please make sure you are in proper groups for remote classes. You will be added to groups with your UWr mail address. In case you have any question or doubt, please contact Erasmus+ coordinator or directly the teacher.

Abridged operational instructions for the students participating in classes conducted in the building of the Faculty of biotechnology

1. You can attend classes if you:
 - do not show disease symptoms;
 - are not placed under quarantine or in home isolation.
2. Enter the building wearing a covering over your mouth and nose.
3. Disinfect hands at the entrance.
4. Undergo a contactless temperature screening.
5. Leave all the items you do not need to have with you during classes in your locker.
6. Before entering the classroom, disinfect hands once more.

While inside the Faculty of Biotechnology building you are obliged to:

- cover your mouth and nose with a mask;
- maintain social distance;
- frequently wash or disinfect your hands;
- use your own office supplies, such as a pen, calculator, marker;
- disinfect shared surfaces during the classes;
- limit movement around the building to a necessary minimum.

USOSweb of the University of Wrocław

The **USOS** – University Study-Orientated System is a student management information system most commonly used in Polish universities. It may be referred to as "**virtual Dean's office**", to which students and academics have access. The system has been designed to cut down on bureaucracy and shorten queues at Dean's Offices by transferring some services online.

Through the USOSweb, you can, e.g.:

- **check** your **final grades**;
- **send** an **e-mail** with USOSmail (it is not possible to check your mailbox, USOSmail is dedicated only for sending e-mails)

Once you get your **User ID** (*Identyfikator* in Polish) and **password** (*Hasło* in Polish), go to **<https://login.uni.wroc.pl>** and log in.

University mailbox

Upon enrollment, a university e-mail account is automatically created for each student in the form of **studentIDnumber@uwr.edu.pl**.

This e-mail address remains with the student throughout her/his academic career at University of Wrocław.

In order to log in to your mailbox, go to: <https://login.microsoftonline.com>

Should you have any troubles using your university official mailbox, contact the University Study-Orientated Systems Section (Dział Informatycznych Systemów Obsługi Studiów, DISOS): usos@uwr.edu.pl

USOS and your university mailbox are crucial during your studies, so it is essential for you to learn to use them as soon as possible.

We, employees and students, are **obliged** by the Rector **to use only university mailboxes for communication**. That is why don't be surprised while you will not get any reply to your e-mail sent to a teacher or Dean's Office staff from a private mailbox.

Faculty of Biotechnology utilizes e-mail as one of the official means of communication with students to keep them informed of important information.

The University has the right to send official communication to students by e-mail with the assumption that students will receive, read and, if necessary, act in a timely manner based upon these e-mails.

Students are expected to check their email on a frequent and consistent basis. Students must make sure that there is sufficient space in their accounts to allow for an e-mail to be delivered and have the responsibility to recognize that certain e-mails may be time sensitive.

Email Etiquette

Email is generally considered less formal than a letter, but it does not mean that you can be over-familiar or use slang when you're writing to lecturers, instructors or Dean's Office staff. You must remain respectful and professional at all times, even in this more informal medium.

1. **Always use your official university email address.**
2. Put your recipient's email address in the "**To**" field. If there is someone else you think should see the email for their information, put their email in the "**CC**" field. Do not use it unless there is a real need for this person to see the communication.
3. Avoid marking the email as "important" or using "urgent" word in subject line unless justified. Marking something as important/urgent when it is not will only annoy the recipient, who has many other demands on his/her time.
4. Lead with a clear **subject** line - write something descriptive, that summarises what the e-mail is about. If you are writing to a lecturer/instructor, consider including course name.
5. Use a **formal salutation** - it is best to address your recipient by his or her title, such as Dear Professor, Dear Doctor or Dear Ms./Mr.
6. Be clear, polite, and succinct in the main e-mail body.
7. **Sign off** your e-mail - if you have started your email in the formal style then it makes sense to finish it in this way (*Yours sincerely*). You also have a few different options for how you could sign off. These common conventions include: *Best wishes, Kind regards, Best regards, All the best, Thank you, Thank you in advance*.
8. **Identifying yourself** - staff and professors are often keeping track of hundreds of students, state who you are. Include not only your full name, but also major and year.
9. **Before sending** an e-mail, make sure that it meets following criteria:
 - it is written in complete, coherent sentences,
 - there are no spelling errors.

Faculty Library

- The main purpose of the departmental library is to make books available to students as well as to supply the needs of the teaching and research staff of Faculty of Biotechnology.
- The library is located at the ground floor of Faculty building (room **0.46**).
- It is open for students every day (Mon-Fri) at **10 AM – 2 PM**.
- In order to borrow a book you have to have your student ID card and liability card.
- Students may borrow up to **10 books** at a time. Books are issued for up to **5 months**.
- Librarian: **Maria Skuza** (maria.skuza@uwr.edu.pl)

Faculty of Biotechnology

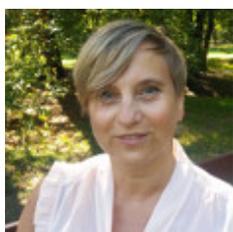
Biotechnology as a Faculty of the University of Wrocław was founded in 2006, but its beginnings date back to 1959. Since 2013, the Faculty has been operating in modern building located in the city centre.

The faculty employs ca. 60 scientists who conduct research in the fields of biotechnology, biochemistry, bioinformatics, microbiology, immunology, cell biology and plant physiology.

The faculty is also the seat of the editorial staff of an international journal *Cellular and Molecular Biology Letters*.

The Faculty of Biotechnology is recognized not only in Europe but all over the world. Scientists publish annually nearly 100 papers in prestigious journals and cooperate with a wide range of scientific centers in Poland and abroad, and with companies from biotechnology sector. The faculty receives highest categories awarded by the Polish Committee for Evaluation of Scientific Research Institutions on a regular basis. The faculty is also the leader of the consortium Wrocław Centre for Biotechnology with a status of the Leading National Research Centre.

The Faculty of Biotechnology is led by the **Dean, dr hab. Dorota Nowak**. Together with the **Vice-Deans**, she oversees administration and finances, makes key decisions, represents the Faculty, and is in charge of the staff as well as all the students.



Dean

dr hab. Dorota Nowak, prof. UWr

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Vice-Dean

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Faculty of Biotechnology consists of **13 departments** and **2 laboratories**:

- Department of Biochemistry
- Department of Biophysics
- Department of Biotransformation
- Department of Cell Pathology
- Department of Cellular Molecular Biology
- Department of Chemical Biology
- Department of Cytobiochemistry
- Department of Genetic Biochemistry
- Department of Bioinformatics and Genomics
- Department of Lipids and Liposomes
- Department of Molecular Microbiology
- Department of Protein Biotechnology
- Department of Protein Engineering
- Laboratory of Medical Biology
- Laboratory of Nuclear Proteins

Biotechnology studies

In the academic year of 1986/87, the University of Wrocław opened its biotechnology study programme as the first in Poland.

Studies at the Faculty of Biotechnology are divided into three degrees. Studies of the first degree (BSc) are available in English and so is the individual course of studies of the third degree (PhD). Bachelor studies in English were opened in the academic year of 2014/2015. First graduates of English language Biotechnology studies obtained their diplomas in June 2017. The programme is gaining more and more attention. The number of students who started their first year of studies has tripled in the last five years. Moreover, more and more exchange students have been joining the group of full-time students.

MSc in Medical Biotechnology in English studies were opened in the academic year 2019/2020.

Academic career structure in Poland

1. Research and didactic **positions** and **titles preceding names**:

- **PhD student** – mgr or mgr inż. ...
- **Asystent** - teaching assistant, without a PhD degree – mgr or mgr inż. ...

mgr (abbreviation for **magister**) - Master of science (MSc)

mgr inż. (abbreviation for **magister inżynier**) – Master of engineering (M.E.)

- **Adiunkt** - assistant professor, with a **PhD** degree – dr or dr hab.

dr (abbreviation for **doktor**) - Doctor of Philosophy (PhD)

dr hab. (abbreviation for **doctor habilitowany**) - Doctor of science (DSc)

- **Profesor nadzwyczajny** - associate professor – dr hab. ..., prof. UWr
- **Profesor zwyczajny** – (full) professor – prof. dr hab. ...

2. Didactic positions:

- Instructor (at least MSc or M.E degree required)
- Lecturer (at least PhD degree is required)
- Senior Lecturer (at least PhD degree is required)