

# **Regulations of the Student Laboratory**

## **Department of Physics and Biophysics**

### **I. Order Regulations**

1. Only healthy individuals may attend classes. Anyone showing visible symptoms of illness will be asked to leave the exercise room.
2. Laboratory exercises are conducted in pairs. Pair numbers are assigned during the first class.
3. The schedule for performing exercises is available on the Department's website: <https://sparrow.up.poznan.pl/kfb/>
4. Exercises start according to the class schedule, and attendance is mandatory. During the first class, the instructor introduces students to safety regulations, laboratory rules, and course completion requirements. After reviewing these regulations, students sign a declaration of compliance.
5. Students must follow the instructions of academic staff and technical support staff during their time in the laboratory.
6. The following are prohibited in the laboratory:
  - a) Bringing outerwear and large bags (backpacks, handbags),
  - b) Using mobile phones for calls,
  - c) Eating, chewing gum, drinking beverages, and littering,
  - d) Engaging in loud conversations and leaving the workstation without a valid reason.
7. It is forbidden to connect electrical circuits or devices to power sources without the instructor's approval. Failure to comply may result in a ban on performing the exercise.
8. Any damage caused by students or unexpected incidents must be reported immediately to the instructor.
9. Failure to comply with order regulations may result in expulsion from the laboratory, leading to an absence and failure of the exercise.
10. Students must adhere to health and safety regulations while in the laboratory.

### **II. Rights and Responsibilities of Students**

1. Students must prepare for exercises, which includes:
  - a) Understanding the theoretical and methodological background of the experiment based on the exercise guide, textbooks, and additional instructions available in the laboratory,
  - b) Bringing a personal exercise report in the required format available on the Department's website.
2. Lack of elementary preparation for an exercise results in a ban on performing measurements and an absence.
3. Instructors assess students' knowledge and preparation in written form at each laboratory session.

### **III. Course of Exercises**

1. Measurement results and required data must be recorded in tables within the report and shown to instructors upon request. After completing measurements, students must perform calculations and submit the report for review.

2. A student may take the report home for further development with the instructor's approval. However, the report must be signed by the instructor to confirm correct and independent measurements. Reports without signatures will not be accepted later.
3. After measurements, the workstation must be cleaned: glassware and laboratory vessels must be washed, tables wiped, and instruments turned off.
4. Before leaving the laboratory, students must ensure they have not left any personal belongings. The staff is not responsible for items left behind.

#### **IV. Course Completion – General Rules**

1. Passing the laboratory course in physics requires completing all scheduled exercises for the student's study program and earning the required number of points. The instructor provides details on assessment criteria.
2. To pass each laboratory exercise, a student must:
  - a) Be adequately (at least sufficiently) prepared theoretically,
  - b) Correctly perform measurements,
  - c) Prepare a report that is accepted by the instructor,
  - d) Meet any additional requirements set by the instructor during the first class.
3. Complete reports must be submitted at the next class at the latest. The same applies to reports returned for corrections. Keeping a report beyond this deadline may result in failure of the exercise.
4. If a report is returned for corrections, the student must fix all errors noted by the instructor and critically review the entire work. Failing to address all comments or careless corrections may result in failure of the exercise.
5. In case of absence, students must arrange with their instructor to make up the exercise within two weeks after returning to university (for full-time students) or by the next meeting (for part-time students). This must be arranged in person during office hours or via email.
6. Lack of independence in obtaining results leads to automatic failure of the exercise with no right to retake it.
7. Preparation for exercises means that the student can:

##### **a) In terms of knowledge:**

- Formulate the topic and goal of the exercise,
- Describe the physical phenomena and processes involved,
- Define the physical quantities used in the experiment,
- Specify the units of these quantities,
- Present mathematical laws describing the phenomena,
- Explain the applications of the measured quantities.

##### **b) In terms of skills:**

- Describe and apply the measurement method,
- Properly use laboratory equipment,
- Graphically present and interpret relationships between measured quantities,
- Express the final result with measurement errors using statistical rounding methods and SI units.

**c) In terms of social competence:**

- Respect copyright,
  - Be responsible for laboratory equipment,
  - Maintain cleanliness during and after the experiment,
  - Show respect towards instructors and peers,
  - Ensure personal safety,
  - Cooperate in a team (during experiments and data analysis).
8. The regulations also include all student rights and responsibilities specified in the UPP Study Regulations, including attendance rules for lectures and examination policies.

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