



ADAM MICKIEWICZ  
UNIVERSITY  
POZNAŃ

# A guide for students – Faculty of Biology



**Poznań 2024**

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## Let's meet!

Dear Students!

We welcome you to the Faculty of Biology of Adam Mickiewicz University in Poznan. Our guide is a 'biobank' of knowledge about our Faculty, which we hope will be helpful to you. The modern equipment of the Faculty's teaching rooms and laboratories is conducive to improving the quality of education and creating conditions for scientific and research development.

Full-time studies for the first degree are carried out in the following majors: biology, teaching of biology and nature, biology and human health, biotechnology, environmental protection, and bioinformatics. Full-time studies for the second degree are carried out in the following majors: biology, teaching of biology and nature, biotechnology, environmental protection, and bioinformatics. **In addition, students can study English-language biotechnology and environmental protection.**



### Important!

The Department of Biology is part of a field school called the School of Natural Sciences. The problems of research conducted at the Department of Biology are extensive and include such areas as:

- organization of life at the molecular, cellular, organismal, supra-personal levels,
- relations between organisms and the living environment within populations, ecosystems, and higher organizational units.

Research is also undertaken in the areas of:

- evolution,
- bioinformatics.

Great importance is attached to the creation and implementation of interdisciplinary research projects through cooperation with numerous scientific centers in Poland and around the world.

In 2024, **the Department of Biology** celebrates its **40th anniversary!** To mark the occasion, celebrations were held with numerous invited guests and staff.



## Dean and Vice-deans of the Faculty of Biology



**Dean of the Faculty of Biology AMU  
prof. UAM dr hab. Beata Messyasz**

Vice-Deans	Duties
prof. UAM dr hab. Jakub Kosicki	Scientific research, international co-operation <a href="mailto:jakub.kosicki@amu.edu.pl">jakub.kosicki@amu.edu.pl</a>
prof. UAM dr hab. Anita Szwed	Students affairs <a href="mailto:anita.szwed@amu.edu.pl">anita.szwed@amu.edu.pl</a>
prof. UAM dr Agnieszka Cieszyńska	Education <a href="mailto:agnow@amu.edu.pl">agnow@amu.edu.pl</a>
prof. UAM dr hab. Marek Żywicki	Faculty development <a href="mailto:marek.zywicki@amu.edu.pl">marek.zywicki@amu.edu.pl</a>





## Education in practice - combining theory with scientific research



### Are you thinking about studying at the Faculty of Biology?

Here are the amazing opportunities for growth you will find with us!

Classes at the Faculty of Biology are to a large extent related to the issues of research conducted here. This creates opportunities to involve students in projects carried out under the supervision of scientists. An example is the research undertaken by students as part of initiatives such as BestStudentGrant [\[link\]](#).

A competition aimed at the best students of the UAM 1st year of undergraduate and unified master's studies, planning to conduct their first research projects.

- AdvancedBest StudentGrant [\[link\]](#)

A competition is aimed at students in their second year of undergraduate studies and single master's studies who obtained a minimum grade point average of 4.2 in the previous academic year.

- Study@Research [\[link\]](#)

A competition aimed at master's students to support education in conjunction with research by stimulating the scientific work of students through a system of grants - individual or team, implemented, for example, by scientific circles.



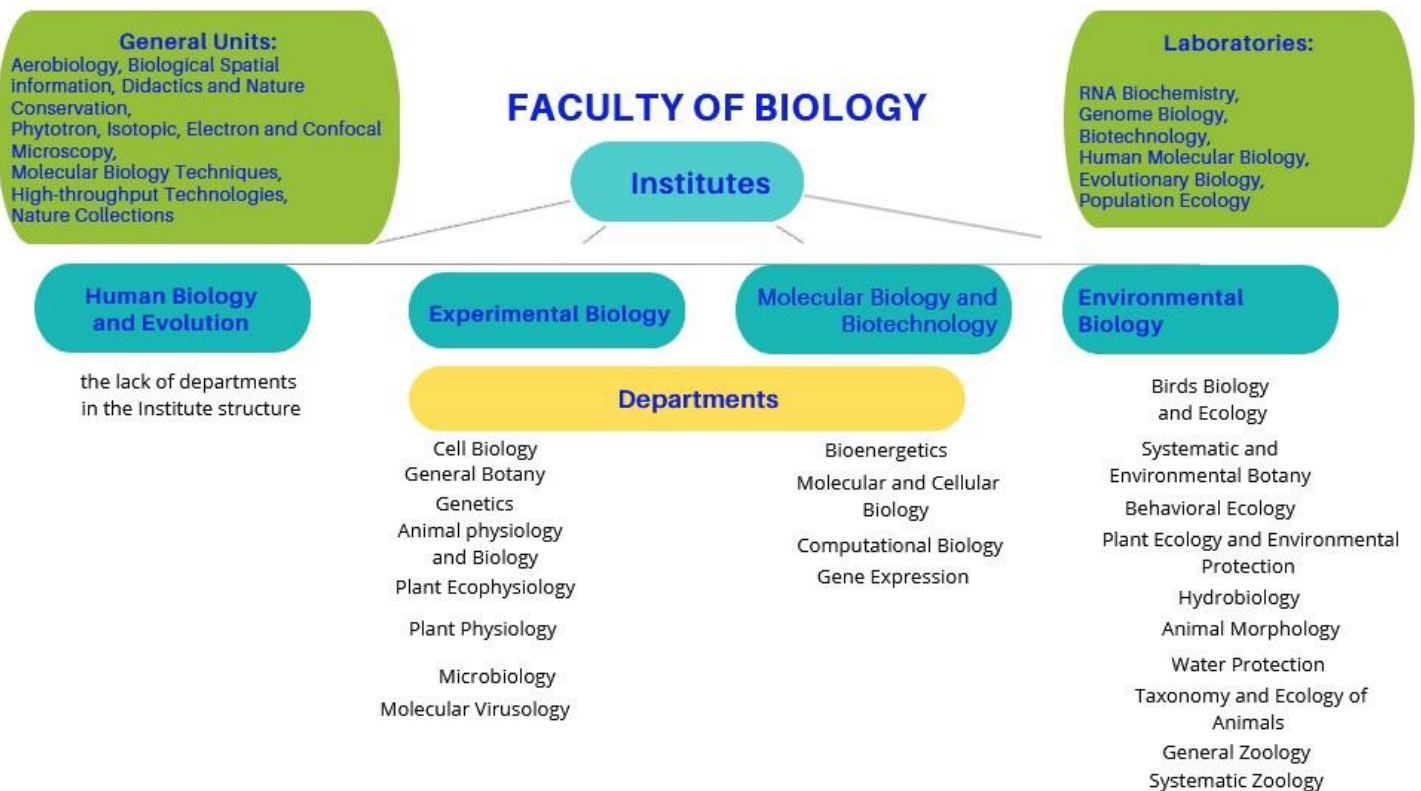
## Structure of Faculty of Biology

Here is a list of institutes, departments, studios and department-wide units.



### To remember!

Units that you can find, for example, class instructors, and year supervisors, and get to know your future undergraduate and graduate thesis supervisors.



## Student Services Office (BOS)

**Opening hours:** Monday, Tuesday, Thursday, Friday from 10 a.m. to 2 p.m. Wednesday the Office is closed; The office is on the ground floor.

**Coordinator of the Office of Student Services – Małgorzata Plaga**



**Małgorzata Plaga** – [mplaga@amu.edu.pl](mailto:mplaga@amu.edu.pl) phone number: +48 61 829 5945

**mgr Ewa Jaździńska** – [jazewa@amu.edu.pl](mailto:jazewa@amu.edu.pl) phone number: +48 61 829 5848

Full-time second-cycle studies in English- 2-year studies

- Biotechnology
- Environmental protection
- Program Erasmus Plus



**Do not worry!**

**When you do not pass the exam(s), there are several ways to deal with this situation:**

- you have the option of taking a make-up exam,
- you can ask for conditional credit for the year and try to pass the overdue exam(s) in the next academic year.

**You will deal with the formalities related to this at the BOS. You can also ask to speak with the Year Supervisor about this matter.**



## Library of Faculty of Biology (BWB)

- use of BWB resources requires the creation and payment of a library account
- [BWB page on FB](#) here you will find all the current information
- opening hours: during the academic year from Monday to Friday 9.00 - 18.00, during vacations 9.00 - 15.00.



### Important!

You are also encouraged to use the services of the University Library Ratajczaka Street 38/40, Poznań.

## Organization of the academic year at the Faculty of Biology

Winter semester	Details
<b>01.10.2024 - 03.02.2025</b>	Teaching period
01.10.2024, 31.10.2024, 02.11.2024, 03.11.2024	Days free from classes (Rector's day)
23.12.2024 – 06.01.2025	Winter vacations
04.02.2025 – 17.02.2025	Winter examination session
18.02.2025 – 23.02.2025	Inter-semester break
24.02.2025 – 2.03.2025	Corrective examination session
<b>Summer semester</b>	
<b>24.02.2025 – 17.06.2025</b>	Teaching period
17.04.2025 – 22.04.2025	Spring vacations
02.05.2025, 04.05.2025, 06.05.2025, 08.06.2025, 20.06.2025, 21.06.2025, 22.06.2025	Days free from classes (Sport Day 6th May)
23.06.2025 – 06.07.2025	Summer examination session
07.07.2025 – 31.08.2025	Summer vacations
01.09.2025 – 14.09.2025	Corrective examination session
30.09.2025	Deadline for submission of periodic achievement cards after both semesters of study and the September examination session, as well as for the submission of diploma thesis

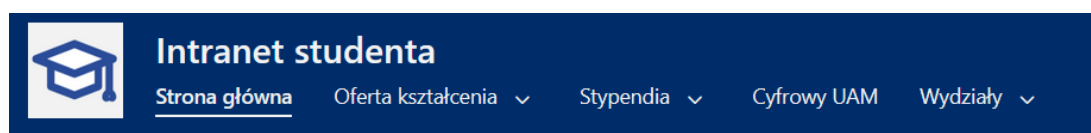




## First day at Faculty of Biology

From the very first day of your studies, you can become a user of various electronic tools that will allow you to efficiently communicate with the University and the Faculty and participate in classes. Such tools include Intranet, USOS, student mail, and e-learning platforms (Moodle, MS Teams).


## Student Intranet




**Intranet** is an internal communication tool created for UAM staff and students. The Intranet is built on a cloud-based version of Microsoft Office, making it possible to organize classes, meetings and teleconferences (Microsoft Teams) and use the entire office suite online for free. All documents, forms and student information have been moved to the appropriate tabs on the intranet. All you need to do is log in to the system [\[link\]](#).

## USOS System

**USOS, or University Student Support System,** is software that supports the process of handling the course of study. The system contains all information about the subjects offered by the University, classes taught, study programs, stores staff and student data, grades and credits issued, course schedules, student payments, personnel information and more.

Adam Mickiewicz University, Poznań - Central Authentication System You are not logged in |  | log in



# Adam Mickiewicz University, Poznań

NEWS | DIRECTORY | MY USOSWEB | STUDENT | STAFF SECTION | COMMON SECTION

DOCUMENTS

- **main page**
- news
- instructions
- health insurance

REGISTRATION CALENDAR

APD

CHANGE PASSWORD

STUDENT'S EMAIL






REGISTRATION FOR P.E.


ADRESS BOOK

ACCESSIBILITY STATEMENT

CONTACT

last data migration: ~15 hours ago last modification of this document: 40 days ago

 Facebook
 Twitter
 Instagram
 Youtube
 LinkedIn



**Welcome to USOSweb of Adam Mickiewicz University, Poznań**

The site is intended for students and employees of Adam Mickiewicz University, Poznań. Start using the system by entering your login and password.

**i** Please note **that the system password is the same for all services at AMU** (email, USOSweb, access to Eduroam), and because of that **you can change your password in one place only** - User Panel AMU-NET. If you forget your password, please contact the appropriate dean.

We would also like to remind you that data synchronization with the main university USOS database starts every day at **1.00 a.m.** - **during this time, the system is unavailable!** Please note that the information entered on a given day is visible in UsosWeb only after the data migration.

### Through the USOS service, students can:

- register for subjects,
- check obtained grades for credits, exams,
- find out about scholarships awarded,
- fill out surveys evaluating classes, instructors,
- control the settlement of payments in financial dues to the University.



### To remember!

- the password to the USOS system is the same for all services at UAM (e.g. mailbox, APD - Thesis Archive);
- every day at 1:00 a.m. the synchronization of data with the main university USOS database begins - during this synchronization the system is unavailable! Please note that information entered on a given day is visible in the USOS system only after data migration;
- in case you forget your password please contact BOS.

## Syllabuses and ECTS credits

Each subject carried out during the course of study has its own **syllabus**, i.e. a document containing, among other things, the content and learning outcomes, as well as the number of **ECTS** credits that can be obtained after completing all the credit requirements.



### To remember!

You should know the syllabuses of the subjects being pursued. You can find them on the UAM Syllabus page at this link [\[link\]](#).

ECTS points, or the European Credit Transfer System, were introduced at European universities to streamline studying at European universities. They make it more efficient to settle the period of study between universities at home and abroad. On the other hand, at the home university, these points facilitate control over the course of studies, and the settlement of semesters, and also allow for an individual study path.

The number of ECTS points assigned to a course depends on the student's workload, and it is assumed that 1 credit (point) equals 25-30 class hours.

## Student post

Student mail is located in the Outlook application in Office 365.



### Attention!

First login to Office 365 service - students

1. to log in to Microsoft Office 365 for the first time, you must first log in at [\[link\]](#).
2. use the first part of your email address as your login. If your e-mail address is [ab12345@st.amu.edu.pl](mailto:ab12345@st.amu.edu.pl), then at <https://panel.amu.edu.pl> you should log in as ab12345.
3. After logging in to the Panel, from the left menu, select the "Change password" option.
4. enter a new password - the new password should at least meet the following requirements a. At least 1 capital letter, b. At least 1 digit, c. A minimum of 8 characters. The new password should not contain at least part of the old password, another 3 characters of the name, surname or login.
5. save the changes and log out.
6. Before logging into Office 365 mail, clear the browser cache and restart the browser and wait 30 minutes for full password synchronization.
7. go to <https://www.office.com> - a window will appear where please select Login
8. as a user, please enter the account name [ab12345@st.amu.edu.pl](mailto:ab12345@st.amu.edu.pl) where ab12345 is the username from the Panel system.

It looks like this:



1. **write login and click “Next”**
2. **Another window will appear. In it, click “No”**
3. **In the new window, enter your password and click “Login”**

For more information on logging in, click here [\[link\]](#).

## Student ID

Dear Students!

You can apply at BOS for the issuance of the Electronic Student ID (plastic ID), which is an identification document both at the university and outside of it.



### Remark

- The validity of the student ID card must be extended every semester. In a situation where the ID card is stolen or damaged, you should report it to the BOS as soon as possible.
- You can use the student ID card as long as you are a student, i.e. until the date of graduation, suspension of student rights or deletion from the register of students.

## E-learning at the Faculty of Biology

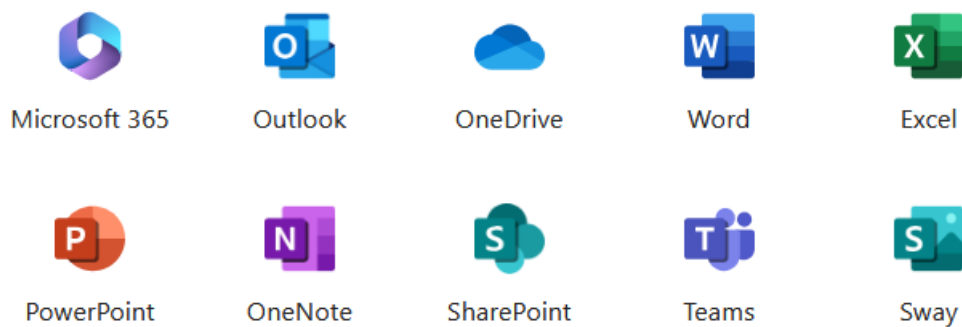
Classes can be supported or fully carried out on e-learning platforms.

Two environments are allowed to be used at our University:

Moodle - Faculty of Biology has its place in the tab for schools of natural sciences [\[link\]](#)- log in as you would about the AMU mailbox.

Microsoft Teams – you can get there from the intranet

The screenshot shows the UAM Intranet SharePoint interface. At the top, there is a navigation bar with the UAM logo, 'Intranet UAM', and 'SharePoint'. A search bar on the right says 'Search on this site'. Below the navigation bar, there are several menu items: 'The Dydactic Panel', 'Structure of the AMU', 'The m and The Reeds Base', 'The m and Schools', and 'The m and Education and ed'. The main content area has a dark blue header with a lightbulb icon and the title 'The Dydactic Panel'. Below this, the text reads: 'The Dydactic Panel' followed by a paragraph: 'STUDENT – can search for their groups from USOS and go to the didactic group in the MS Teams application, if such a group for specific classes was created by the lecturer.' At the bottom of this section, there is a link: 'Support for students to use MS Teams and Moodle'.



More detailed information can be found on the website of the OWKO Distance Learning Support Centre [\[link\]](#)

If there are difficulties in working with the platforms, you can look for help: on the Moodle platform in the Help tab or in the didactic panel (Intranet).

## Classes schedule and registration

The timetable takes into account the implementation of the subjects scheduled for the selected semester (winter/summer). You participate with your year and group [<https://ebio.web.amu.edu.pl/plany/startowa.php>].

### Plan of classes carried out at the Faculty of Biology AMU Academic year 2024/25 (winter semester)

Display options



#### Plan in tabular form

The traditional version. On the screen you can see a plan for the current week - to see the plan for the entire semester, click the red *x* sign placed on the right of the date.



#### Plan in the form of a list

Traditional version of the plan in the form of a list - makes it easier to print a timetable.



#### Plan "week after week"

Each week is displayed separately - a very readable version :)



#### Plan on mobile devices

Choose a course and year of study to stay up to date with your plan every day. Displayed by default on Android and IOS devices.



#### To remember!

Attendance is required at all forms of classes in accordance with the rules of study. The methods and forms of conducting classes and the conditions for passing them are determined by the instructor, and this information is included in the syllabus.

## Student Government of the Faculty of Biology

The Faculty has a Student Government with its Council. The Student Government Council is the legally established representative of all students of the Faculty before its authorities and university-wide units. It has an important influence on the study program, students' social affairs, animates student life, and supports student initiatives. In a word, it is a very important body representing students.

Composition of the Government

**Klaudia Klechowicz**- president

**Marta Walkowiak, Karolina Kukawka** – vice-president

**Julia Horoszczyk** – secretary

We encourage you to learn more about the activities of the local government and its advice to students [\[link\]](#).



## Tutoring and mentoring - personalized education!

Through work in a direct TEACHER-STUDENT relationship, personalized education creates an extraordinary opportunity to deepen knowledge, also beyond the curriculum, expand one's own interests, as well as develop not only professional but also interpersonal skills. The student chooses a tutor who helps him develop his or her interests in nature or start a research activity. The Faculty of Biology of AMU has a unique offer for first-year students – TUTORING as part of the KRAB program. In the following years of education, you can apply for participation in the WILK program.

A tutor or mentor is a person with whom it is worth talking, asking questions, looking for answers, inquiring, and creating new solutions. It's relationship-based education!

KRAB - managing the development of research activity – tutoring program dedicated to first-year students! Here you can find more information about the program and tutors [link].



### Tutoring at the Faculty of Biology

The University of them, Adam Mickiewiczza in Poznań, academic year 2024/25

#### What is Tutoring ?



Tutoring is a development support based on an individual relationship between a teacher (tutor) and a student. The Tutor becomes a guide, helping the student to find the optimal scientific path and adapt it to their own interests and life goals. Working in the master-student relationship allows you to discover the full potential of the pupil and use it to explore exciting scientific issues together. At a time when more and more aspects of our lives are characterized by mass, haste and superficiality, tutoring is a kind of "sleep" on which you can indulge in the individual exploration of the aspects of knowledge that interest us.

The basis of tutoring are individual tutor meetings with the student (so-called tutorials). These meetings allow for joint work on the discussed scientific issue. However, during tutoring, the most happens between meetings. It is then that the student independently explores the fields of knowledge he is interested in and performs jointly established tasks. Usually, during these individual inquiries, questions arise, doubts and even rebellion against the existing state of knowledge. Regular meetings with the tutor are a great opportunity to present their own opinion in the field and numerous discussions. As a result, in addition to expanding knowledge, the student also learns to think independently, form opinions and the skills of discussion.

The tutoring method is based on voluntary, mutual respect and freedom. Voluntary is expressed primarily through your willingness to participate in meetings. There are no evaluations or presence checks, and the engine to act is our inner desire to self-improvement and get to know each other. The tutor process is carried out in a partnership relationship between the Tutor and the ward, so it must be based on mutual respect, which is expressed, among other things, by respecting the rights of the other party, fulfilling its duties and respecting the beliefs of the other party. Usually, a set of rules that both tutor and patients undertake to observe in the tutor process is developed together at one of the first meetings. Freedom in tutoring means the unfettered possibility for both parties to have and express their own opinion. Freedom is also an opportunity to explore your knowledge, talents and skills without having to reach your goal in advance. If we give in to it, the tutor process may carry us on unknown waters where we can discover our features and the field of knowledge from which we have not realized so far.



WILK - Support and Competence Placement - tutoring and mentoring program dedicated to students of higher years. You can find more information here

About the program, tutors and mentors [link].



## Tutoring and mentoring at the Faculty of Biology

The University of them. Adam Mickiewicz in Poznań, academic year 2024/25

### About the WILK project



With great enthusiasm we present you the WILK project (in the set **I**L occupation of **K** ompetence), which aims to strengthen the competitiveness of our graduates on the labor market, through the development of soft and professional competences. The essence of the proposed activities is to **strengthen the student's scientific development and soft competences through a personalized educational path within tutoring or mentoring**. The project is addressed to students of II and III of the first-cycle studies and I and II of the second degree of the Faculty of Biology.

In personalized education, the student and teacher are jointly responsible for the relationship-based process. In it, mutual trust, openness and authenticity are important. Thanks to this, personalized education becomes a space where the passion, creativity of the student, the desire to set goals and their implementation can develop. The introduction of tutoring and mentoring at the Faculty of Biology of the Adam Mickiewicz University is primarily aimed at supporting and dynamizing the educational process, but also preparing the student for future professional work, thus increasing its competitiveness on the labor market.

In his reference to literature, the **tutor** in his activities supports the patients not only in the area of competence development, but also works with the student on his potential in the area of character formation, interpersonal development, emotional intelligence, career development. It makes sure that the patient has as much space as possible to search independently, whether in development or scientific aspect. Working with a tutor is particularly useful, for example, when the student is facing the challenge of targeting his interests and profiling research. It may also be useful in thinking about your professional path. An example of the assumed effects of tutoring processes can be podcasts and popular science articles, speeches at conferences (especially interdisciplinary), workshops and speeches at the night of biologists, scientists, etc.

## Natural Sciences Club

The Club (KNP, or as the members say - simply "Club") today has more than 200 members associated in more than 20 thematic sections [\[link\]](#). Every year in November, during the *General Meeting* of the Club, a group of *members* elects from among themselves in elections (secret and direct) three representatives, forming *the Board of the Club* in a given academic year. Currently, the Club is "governed" by: President **Milena Patan**, Vice-president **Magdalena Bartylak**, Secretary **Nicole Tomyślak**

Thanks to "enthusiasts"-enthusiasts of biology, biotechnology, environmental protection etc., the circle is a space for organizing meetings with people of science, organizing student scientific conferences, presenting their achievements at them, publishing the results of their research, and promoting the Department and the knowledge gained at it during various popular-scientific events. **If you are looking for people full of passion, ideas join them!!!**  
e-mail: [knpzarząd@gmail.com](mailto:knpzarząd@gmail.com)



"The Club" is one of the oldest student scientific organizations in Poland. Its activity began on February 2, 1921. The Club is therefore 103 years old today! Despite its age, the Club continues to impress with its energy and activity.

## ERASMUS

It is a not-to-be-missed offer for those, who are curious about the world and want/can go abroad to partner universities to gain knowledge, experience, and improve their foreign language. The Erasmus+ program is open to students who have already completed their first year of undergraduate studies.

### What if you decide to go on a trip under the ERASMUS+ program?

- Find the departmental recruitment rules and deadlines (recruitment of candidates takes place in the academic year preceding the trip)
- Contact:

Prof. UAM dr hab. Małgorzata  
Wojtkowska  
[woytek@amu.edu.pl](mailto:woytek@amu.edu.pl)  
+48 61 829 59 02



**Coordinator of Erasmus+**

Ewa Jaździńska  
+48 61 829 5848  
[jazewa@amu.edu.pl](mailto:jazewa@amu.edu.pl)  
Students Office (ground floor)



**Administrator of Erasmus+**

**What are the criteria for Erasmus+ recruitment? You can find detailed information about the Erasmus+ program and its rules at UAM under [\[link\]](#).**

## Take care of your health!



### To remember!

- Your lifestyle is very important in taking care of your health:
- Proper diet (you are what you eat!) – our faculty bar invites you to tasty homemade dishes, including vegetarian
- Physical activity (move!)
- Getting the right amount of sleep (don't stay up all night!)
- limiting the use of stimulants, getting rid of addictions (exercise willpower!)



If you need medical or dental help, you can go to UNIMEDYK Clinic, 6 Grunwaldzka Street in Poznań. Registration to the doctor: +48 690 442 722 (student clinic); registration to the dentist: +48 518 566 381. Email: przychodnia@unimedyk.pl.

## Work-life balance & chillout – Take care of yourself!

### Dear Students!

In the Collegium Biologicum building, you can find several places that will provide you with respite and relaxation between classes or after their completion. It is worth sitting comfortably on a sofa or armchair in silence or join interesting conversation (not necessarily on biological 😊 topics). In the rush of everyday matters and responsibilities, find time to take care of yourself.



## Psychological support and support for people with disabilities – you are not alone!



### Attention!

#### Where to look for help?

The Counseling Center for Mental Development and Support at UAM offers a wide range of assistance in dealing with difficult situations in life on various levels through adaptation to the new university environment, relationships with others, and personal and family problems. Visits vary in nature from consultations, meetings programmed for support, and crisis intervention, to psychotherapy.

The counseling center is located at:

“DS” Hanka al. Niepodległości 26, rooms 13 and 14, 61-714 Poznań

Telephone duty: Mondays and Thursdays from 9:00-10:00 a.m. at 61 829 24 94

Tuesdays and Fridays from 10:00-11:00 a.m. at phone number: 61 829 24 88

Wednesdays from 9:30 - 10:30 am at phone number: 61 829 24 94

Detailed information on the operation of the Counseling Center can be found on the website: [\[link\]](#).



### Important to know!

Within the Counseling Center, help is offered by a **Psychological Consultant for Difficulties in the Study Process**, who can help you learn and study effectively:

- mastering new learning techniques,
- managing your own time effectively,
- catching up on any backlogs in your studies,
- coping with stress, including during exams,
- taking and achieving ambitious life challenges,
- finding oneself in the role of a student in a group and fulfilling oneself in relationships with other people,
- overcoming barriers to studying due to cognitive or emotional-motivational difficulties.



### To remember!

The Psychological Consultant is the only person authorized to prepare opinions on Rational Adjustments (RD), including, among other things, extending the time of the exam, changing the form of the exam.

Contact: **Psychological Consultant on Difficulties in the Study Process for UAM Students**

Szymon Hejmanowski, MA, e-mail: [szymon.hejmanowski@amu.edu.pl](mailto:szymon.hejmanowski@amu.edu.pl), tel. 730 591 791

If you are a person with a disability, you can ask for support from **the UAM Rector's Representative for Persons with Disabilities**, Anna Rutz, MA, e-mail: [arutz@amu.edu.pl](mailto:arutz@amu.edu.pl), [bon@amu.edu.pl](mailto:bon@amu.edu.pl).

For more information for students with disabilities [\[link\]](#) and from the Plenipotentiary **of the Dean of the Faculty of Biology for students with disabilities, who is Prof. UAM Tomasz Hanć, PhD** [tomekh@amu.edu.pl](mailto:tomekh@amu.edu.pl) . Consultations with the plenipotentiary are held in the building of Collegium Biologicum or online by appointment.

## Material support of Students



Attention!

If you are in a difficult financial situation, you can apply for financial support from the UAM like social scholarship, a scholarship for people with disabilities, or an allowance. Detailed information on this subject and the timetable of the scholarship procedure at [\[link\]](#).



**To remember!**

At the Faculty of Biology, you can turn to the Dean's Representative for Material Assistance dr Eliza Głowska [głowska@amu.edu.pl](mailto:głowska@amu.edu.pl) and to Ms. Joanna Wojciechowska of the BOS [j.wojciechowska@amu.edu.pl](mailto:j.wojciechowska@amu.edu.pl) in the above-mentioned matters.



## Savoir Vivre

While studying, it is important not only to acquire knowledge and develop skills but also to take care of your own personal culture and work atmosphere.

Here are some useful tips.

- **phrases/titles**

The following phrases are accepted in the academic environment:

Mr. Professor / Ms. Professor,

Mr. Doctor / Mrs. Doctor,

Mr. Magister / Ms. Magister.

Note: It is customary to address postdoctoral fellows as “Mr. Professor/Mrs. Professor.”

To persons holding dean/pro-dean positions we address:

Mr. Dean/Mrs. Dean,

To persons serving as directors we address:

Mr. Director/Mrs. Director




- **dress** During important events, e.g., the inauguration of the year, examinations, you should take special care with your attire (gala attire is advisable). Also during classes, subdued attire is mandatory.
- **lateness for classes** When arriving late for class, remember the applicable quarter hour, longer tardiness may result in the instructor's disapproval of your participation in class! At the end of class, approach the instructor and explain the reason for being late.
- **use of electronic devices** If you wish to record the class, take pictures, etc., you must first obtain permission from the instructor. It is unacceptable to further share the above-mentioned materials on the Internet (remember about copyright).
- **behavior during class** Faculty Savoir vivre also requires that you do not chew gum, drink or eat during class especially in the lab rooms.
- **emails to lecturers** When writing an email to a lecturer, follow the rules accepted at universities such as:
  - We do not address the instructor by name,
  - We do not begin the message with “hello”,
  - We do not end with the phrase “Greetings”, “Thank you, see you”, instead we use “Yours sincerely” or “With best regards”
  - In the title of the message we signal the matter on which we are addressing the lecturer,
  - We do not send attachments alone, without a message,
  - The message should be signed with name, surname, direction and year of study.

## Student thesis


There comes a time when students prepare to crown their educational path, choose a thesis topic and implement it. Each year, presentations of the Institutes are prepared, with the proposed topic [\[link\]](#) (Student Intranet, access after logging in at amu.edu.pl). Dissertation rules are collected at the Faculty website [\[link\]](#). All Students theses are archived in the [APD](#) system.




**To remember! The theses promoter can be a reference person on your CV.**

Adam Mickiewicz University in Poznań - Central Authentily System You are not logged in ||  || Log in

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### Archive of Diploma and Works



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**ARCHIVE OF DIPLOMATS AMU**

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DECLARATION OF AVAILABILITY

INSTRUCTIONS FOR THE

### Archive of the Diploma Studies of the University Adam Mickiewicz in Poznań

#### WARN ATTENTION

**During the period of increased hech, the JSA is heavily loaded, which means that the results do not reach within 24 hours. Promoter if you do not have an anti-plagiarism report after submitting the work to the JSA, after 24 hours before you go to point 4, use the function - Research management / "check the status of the study".**

#### Documentation and documentation

- Ordinance of the Rector Archive of Diplomat Works
- Rector's Ordinance Uniform Anti-plagiarism System
- Order of the Rector
- Rector's Ordinance Open Anti-plagiarism System

#### Useful information about the use of APD

- logging into the APD system is via the Central UAM Authentyral System (sisiologically as to USOSweb),
- the process of archiving work is possible only after registering the work in BOS,
- the diploma thesis title cannot be modified in the APD system,
- work before submitting for review must be sent for inspection by the anti-plagiarism system,
- The approved review of the work is visible to the author of the work,

## A day with the Career Office at the Faculty of Biology - Your career starts with us!

### Dear Students!

You start creating your own career path during your studies. You can gain invaluable experience both in classrooms and outside the Faculty during internships, volunteers, and workshops.

The Faculty of Biology meets your needs in terms of knowledge of the labor market and the development of professional competencies (hard/soft skills). For several years now, in cooperation with the AMU Careers Office, we have been organizing the Day with the Careers Office event at the Faculty of Biology.

We hosted firms/institutions like: **Ekostandard Laboratory of Environmental Analysis, PROTE Technologies for the Environment, GSK, Medicofarma Biotech, GenXone, Selvita, Pozlab, Aquanet, Diagnostyka Laboratory Centers, Soft Communication, Bioscientia, Greater Poland National Park, Nanobiomedical Centre, Argenta, Poznan Science and Technology Park.**

During the Day with the Careers Office, Students can: learn about the range of services of the AMU Careers Office (CV point, application documents), talk to representatives of employers in person and learn more about the activities of companies and possible career paths, take part in inspiring workshops and learn about trends in the labor market.

If you also have other ideas for guests who would be worth inviting to the Day with the Career Office, please contact the coordinator of the event at the WB (Agnieszka Knopik-Skrocka [askro@amu.edu.pl](mailto:askro@amu.edu.pl)).





## Faculty of Biology on Facebook



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### To remember!

Throughout the year our Faculty is full of life, and many, various events, and initiatives are organized. A lot of guests visit us. Stay up to date with what's happening at the Faculty of Biology. Here you will find the latest information [\[link\]](#).



A few words at the end of the guide – be sure to read it!



**Dear Students!**

Thank you for your attention. We put into your hands a Guide full of helpful information, but also with our words of support for the whole time of study. We hope it will be beautiful, colorful, rich in interesting time, and will result in new friendships.



Agnieszka Knopik-Skrocka, dr prof. UAM



Agnieszka Cieszyńska, dr prof. UAM

The guide was prepared for educational, non-commercial purposes using graphic resources and information from sites such as <http://biologia.amu.edu.pl/>, <https://amu.edu.pl/>, <https://www.hiclipart.com/>, from AMU Career Bureau materials, Wikipedia and private sources of the authors.