

INTERNAL REGULATIONS OF THE ORGANIC CHEMISTRY LABORATORIES

Faculty of Chemistry, UNAM

To remain in the laboratory and carry out Organic Chemistry experiments, students must comply with the provisions set forth below.

Compliance with the following documents is mandatory: "General Guidelines for the Use of Laboratories at the National Autonomous University of Mexico (UNAM)", "Hygiene and Safety Regulations for the Laboratories of the Faculty of Chemistry", and this document, "Internal Regulations of the Organic Chemistry Laboratories of the Faculty of Chemistry, UNAM".

1. Students must attend a weekly laboratory session of 2 hours (0279), 3 hours (1312, 1411, 1412, 1521 and 1539) or 4 hours (0032, 0033, 0067, 1311, 1407, 1413, 1506, 1606 and 1628), according to the course in which they are enrolled.

- i. Students must arrive punctually to the laboratory according to their registered schedule. Both staff and students are allowed a maximum of 10 minutes grace period to enter the laboratory.
- ii. If the instructor does not arrive within the established time limit, students will be asked to leave, and the laboratory session will be cancelled.
- iii. For students, once this tolerance period has elapsed, they will not be allowed to join the laboratory session, and the practice will be considered failed.

Materials will be issued only when the instructor is present, under the following conditions:

- a. For two or three-hour laboratory sessions, materials will be issued exclusively during the first 15 minutes.
- b. For four-hour laboratory sessions, materials will be issued exclusively during the first 20 minutes.

3. Students must have valid medical coverage (IMSS, ISSSTE, private medical insurance, etc.).

To obtain student medical insurance through IMSS, the following steps must be followed:

- A. Verify eligibility according to the instructions available at: <https://www.dgae.unam.mx/#alumnos> (search for: Student Health Insurance).
- B. Register at the corresponding Family Medicine Unit to activate the service.
- C. Completion of the Health Survey is mandatory. It will be available exclusively during the first two weeks of the course via the QR code located in each laboratory.

The survey must be completed only once, registering all courses taken during semester 2026-2, and the confirmation receipt must be submitted to the instructor.

4. During the first week of classes, students must print two identification badges with their full information and attach a recent photograph to each one. One badge must be submitted to the instructor for registration and authorization to borrow materials. Students have up to three weeks to submit it; otherwise, starting from the fourth week, materials will not be issued.

The second badge must be always worn visibly while in the laboratory. Failure to do so will result in the student being asked to leave, and the laboratory session will be considered failed.

5. Students must have a printed or digital copy of the updated Laboratory Handbook (Compendio de Prácticas), available on the AMYD website (<https://amyd.quimica.unam.mx/>), as well as any additional materials requested by the instructor.

6. The use of face masks must comply with the regulations issued by UNAM each semester. These regulations are mandatory. As a recommendation, students with flu-like symptoms are encouraged to wear a face mask.

7. For each laboratory session, students must:

- Study in advance the prior knowledge section of the experiment, using the bibliography indicated in the Laboratory Manual.
- Complete and sign the checklist certifying that the issued materials are complete and in good condition and submit it to the laboratory staff before starting work.
- Pay attention to the instructor's explanation of the experiment and ask questions if necessary.
- Return all materials clean and dry at the end of the session.

8. If any material is broken during the laboratory session and cannot be repaired, it must be deposited clean and dry in the designated container located in the fume hoods. The replacement form must be properly completed.

Broken or lost materials must be replaced with items of the same specifications and submitted along with the purchase receipt. If the material can be repaired, it must meet the original specifications and be submitted with the glass workshop receipt. Replacement must be carried out promptly.

Failure to settle material replacement obligations during the week prior to grade submission will result in the student not receiving an experimental evaluation. As this is a theoretical-practical course, the final grade will be recorded as not passed, with a score of 0–5.9.

Evaluation According to the Current Study Plan

I. During the first course session, instructors will establish evaluation criteria and collect handwritten signatures from students acknowledging their review and acceptance. This document must be submitted to the Undergraduate Office in paper or PDF format.

II. Students must attend at least 80% of in-person experimental sessions, workshops, and seminars. Unjustified absences will result in a grade of zero for that session.

III. Students must pass at least 80% of the total sessions of the course.

IV. The experimental evaluation must be passed with a minimum grade of 6 and represents 40% (0032, 0033, 0067, 1311, 1407, 1413, 1506, 1606 and 1628) or 35% (0279, 1312, 1411, 1412, 1521 and 1539) of the final grade of the theoretical-practical Organic Chemistry course.

V. Extraordinary Provision Due to the Suspension of Academic Activities

During the regular development of the semester, a Final Laboratory Assessment shall be conducted, which shall account for 10% of the final course grade, in accordance with the criteria established in the present Regulations.

If, due to duly justified institutional causes, in-person academic activities are suspended for a continuous period longer than two weeks, and such situation prevents the regular development of the scheduled experimental sessions, students shall be required to take a Final Laboratory Examination. This examination shall account for 60% of the final course grade and shall proportionally replace the evaluation corresponding to the experimental sessions that could not be carried out due to the suspension of activities.

For accreditation purposes, students must comply with the criteria established in the present Regulations, including the minimum attendance and approval requirements set forth in Sections II and III of the Evaluation section, as well as obtain a minimum passing grade in the Final Laboratory Examination.

This extraordinary provision shall apply exclusively to the following courses offered by the Department of Organic Chemistry: 1411, 1412, 1413, 1521, 1506, 1606, and 1628.

Sincerely



M. Sc. MARGARITA ROMERO ÁVILA

Head of the Department of Organic Chemistry

Date: January 20, 2026

<https://quimica.unam.mx/wp-content/uploads/2024/06/lineamientos-generales-uso-laboratorios-unam.pdf>

<https://quimica.unam.mx/proteccion-civil-facultad-quimica/reglamento-higiene-seguridad-laboratorios-la-facultad-quimica/>

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