

University of Szeged, Faculty of Medicine
Department of Anatomy, Histology and Embryology

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STUDY AND EXAM INFORMATION
FOR **SECOND-YEAR** MEDICAL STUDENTS OF
THE “**ANATOMY**, HISTOLOGY AND EMBRYOLOGY III.” SUBJECT
Academic Year 2018/2019, **Autumn** Semester

1 CONDITIONS OF THE SUCCESSFUL COMPLETION OF THE SEMESTER

The Study and Examination Regulations of the Faculty of Medicine of the University of Szeged demand **day-to-day attendance of the lectures, practices and seminars**. The medical Students attend the lectures, participate in the practices of gross-anatomy and histology. The attendance of the classes including the lectures is checked by **attendance sheets**, which are attested by the signature. Lecture attendance is also compulsory. According to the Study and Examination Regulations of the Faculty of Medicine the **permissible number of absences including the ones due to illness must not exceed 25% of the teaching hours of the courses in the semester. In case the number of absences is greater than the aforementioned permissible number, the completion of the appropriate course in the semester will not be accepted, and the course has to be repeated. The Students are allowed to attend only the practices of the groups which they are enrolled in (see the group numbers on the Neptun). The missed practices cannot be made up in any way.** (The seminars are also considered to be practices.) Every absence has to be justified by an authentic written medical certificate (sick note) presented either to groupleader or the educational supervisor of the Anatomy Department (to Dr. Andrea Czigner) within one week after the last absence. The absence has to be justified by an authentic written medical report presented to the Department within one week after the last day of absence in question. **The medical reports and certificates presented later than one week will not be accepted by the Department of Anatomy.** The Study Regulations of the Anatomy Department are compulsory for all the Students.

Subject and exam requirements for completion of the courses:

COURSE	ANATOMY LECTURE III.	ANATOMY PRACTICE III.	HISTOLOGY PRACTICE II
	Compulsory	Compulsory	Compulsory
Course requirements	(i) Completion of Anatomy practice II (ii) Completion of Histology practice I	(i) Completion of Anatomy practice II (ii) Completion of Histology practice I	(i) Completion of Anatomy practice II (ii) Completion of Histology practice I
Course type	Comprehensive examination (1-5)	Term mark (1-5)	Term mark (1-5)
Exam / Subject Requirements	(i) Absences <25% (ii) Completion of Anatomy practice III (iii) Completion of Histology practice II	Absences <25%	Absences <25%

2 ORDER OF THE MID-TERM ASSESSMENTS AT ANATOMY PRACTICE III

During the semester, the Students have to sit a **written** test on the 9th week of the semester. The exact date, time, site and the topics of the written test will be notified on the websites of CooSpace or Neptun at the beginning of the semester. The test will be composed of single choice questions concerning the theoretical issues of the relevant topics.

The Students will take 3 practical assessments of gross anatomy in the dissection room during the ordinary practices on the 3rd, 7th and 13th weeks of the semester. The topics of the assessments are detailed in the "Schedule for Anatomy". Each exam will assess the Student's practical knowledge exclusively by assignments of five anatomical items to be recognized and precisely named. (The practical assessment will shortly be followed by the scheduled practice.) For the practical assessment the Students are required to have pairs of plastic gloves and forceps at hand.

The Students will take 8 quizzes at the beginning of anatomy practices, the questions of which will be related to the relevant topics of the given practice. Certain groups may have less numbers of the quizzes, due to possible days off, declared by the Rector or the Dean.

The Student who is not present at due time of any of the written or oral assessments will receive an "absent" mark with zero value (0). The failed (unsuccessful) or missing (due to absence) assessments cannot be re-taken.

In case the Student presents a sick note issued by a hospital or clinic, or a certificate of current medical treatment, it makes the Student's absence justified, and the zero value is cancelled. The medical reports and certificates presented later than one week will not be accepted by the Department of Anatomy. The presentation of the certificate beyond the time limit will be ignored.

Calculation of the result for the term mark:

The mark of the anatomy practice will be calculated from the results of the written test, the 3 practical assessments and the 8 quizzes. The results of the quizzes will be doubly counted.

The result for the term mark is calculated according to the formula as shown below.

$$R = (W + P1 + P2 + P3 + Q + Q)/6$$

where

R means the result for the term mark

W means the written test

P1, P2, P3 mean the 1st, the 2nd and the 3rd practical assessments, respectively

Q means the *arithmetic mean of the results of the quizzes*

Calculation of the term mark from the result:

Excellent (5): 4.50 – 5.00

Good (4): 3.51 – 4.49

Satisfactory (3): 2.51 – 3.50

Pass (2): 2.00 – 2.50

Fail (1): <2.00

The Student whose result for the term mark is below 2.00, will be provided one chance in the first week of the exam period for re-assessment of the Student's knowledge of the topics from the entire semester of the anatomy practices. This assessment will evaluate the Student's practical knowledge exclusively. The Student will be asked 5 anatomical items from the 3 blocks of topics, respectively, thus a total of 15 items, to be recognized and precisely named. At least 2 items from each topic block must be named correctly in order to meet the requirements of the comprehensive exam, and the Student will earn pass mark (2) as a term mark of Anatomy practice III. In case of an unsuccessful re-assessment, the term mark will be the "fail" mark. **Another chance of re-assessment is not possible. If the Student fails or is absent from the re-assessment, the Student will lose the right to sit the comprehensive exam.**

For the practical assessment the Students are required to have pairs of plastic gloves and forceps at hand.

3 ORDER OF THE MID-TERM ASSESSMENTS AT THE HISTOLOGY PRACTICE II

During the semester, the Students have to sit 2 mid-term oral assessments (MTOs), the exact dates, times and topics of which are notified on the websites of Coospace or Neptun at the beginning of the semester. At these MTOs the Students are given unlabelled histological preparations, in which they are expected to recognize the tissue components and answer relevant theoretical questions.

The Student who is not present at due time of any of MTOs will receive an "absent" mark with zero value (0). The failed (unsuccessful) or missing (due to absence) assessments cannot be re-taken.

In case the Student presents a sick note issued by a hospital or clinic, or a certificate of current medical treatment, it makes the Student's absence justified, and the zero value is cancelled. The medical reports and certificates presented later than one week will not be accepted by the Department of Anatomy. The presentation of the certificate beyond the time limit will be ignored.

Calculation of the term mark from the result:

Excellent (5): 4.50 – 5.00

Good (4): 3.51 – 4.49

Satisfactory (3): 2.51 – 3.50

Pass (2): 2.00 – 2.50

Fail (1): <2.00

The student whose result for the term mark is below 2.00, will be provided one chance in the first week of the exam period for re-assessment of the student's knowledge of the topics from the entire semester of the histology practices. This assessment will evaluate the student's practical knowledge exclusively. The student will be asked 5 + 5 histological items from the 2 topic blocks, respectively, thus a total of 10 items, to be recognized and precisely named. At least 2 items from each topic block must be named correctly in order to complete the histology practice II. In case of an unsuccessful re-assessment, the term mark will be the fail (1) mark. Another chance of re-assessment is not possible. If the student fails or is absent from the re-assessment, the Student will lose the right to sit the comprehensive exam.

4 ORDER OF THE COMPREHENSIVE EXAM

The students are expected to be dressed up for the occasion.

The Students have to present any proof of identification.

The venues, dates and the time of the comprehensive exam will be announced on the website of Neptun. The topic lists are available on the official website of the Anatomy Department and on the Coospace from the beginning of the semester.

The Anatomy Final Exam begins with a short **written entry test**, assessing the basic anatomical, histological and embryological knowledge of the Students. The basic entry questions are available for the Students on the homepage of the Anatomy Department and on the Coospace from the beginning of the semester.

Grading of the written entry test:

Excellent (5):	90–100%
Good (4):	80–89%
Satisfactory (3):	70–79%
Pass (2):	60–69%
Fail (1):	<60%

Only the Students having obtained pass (2) mark or better are allowed to proceed to the oral part of the exam, at which the Students talk on 3 topics, one from each of the topic groups, and describes an unlabelled histological preparation. In the oral part of the exam the Students' knowledge is assessed by Exam Committees, each of which is composed of 3 examiners in the Dissection Room. In the case of the first retake of the comprehensive exam, the written entry test has to be taken, as well. If the Student fails on the second occasion, too, on the third exam occasion (i.e. at the second repeated exam), the written part is omitted, and the Student sits the oral part of exam directly at the Exam Committee. The Students have to be present on the venues of exam at the time appointed on Neptun. **In case of being more than 10 min late for the exam, the Student loses the chance of taking the exam, and the "absent" remark is entered on the Neptun.**

The Students need to bring two pairs of disposable plastic gloves and a pair of forceps for the comprehensive exam.

5 ADDITIONAL STUDY-RELATED INFORMATION

Various pieces of information are available on the homepage of the Department of Anatomy, Histology and Embryology, (Faculty of Medicine, University of Szeged): <http://anatomy.szote.u-szeged.hu/Anatomy/> and on the Coospace.

For all the study-related issues not detailed in the Regulation, the rules of the Study and Examination Regulations of the Faculty of Medicine or of the University of Szeged should be

consulted. The questions concerning study and exam issues should be addressed to the educational supervisor of the Anatomy Department (Dr. Andrea Czigner, andreaczigner@yahoo.com). For personal communication, the educational supervisor is available only in her consulting hour (announced on the homepage of the Anatomy Department). **Any student queries via e-mail, without giving the full name, class, group and student identification tag (EHA) of the Student, the educational supervisor is not obliged to respond.**

Szeged, 31 August 2018

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INJURY PREVENTIVE DIRECTIVES AND DISSECTING ROOM REGULATIONS

The anatomical Dissecting Room, due to the fact that the dissection and preparation of human bodies and organs involves many students, should be considered as a place with increased risks of injury and infection. Therefore, keeping to the basic injury preventive and preparation rules is compulsory to every student and tutor in the dissecting room. In order to avoid accidents and injuries, besides keeping to the **injury preventive rules, preventive devices** have to be used in an adequate way.

1. The students may enter and study specimens in the Dissecting Room only in the presence of their tutor, only during the class hours officially stated by the class schedule or by the Anatomy Department. The anatomy practices must begin and end strictly and accurately on the times announced in website of Neptun.
2. No visitors are allowed in the premises of the Dissecting Room.
3. The anatomy practices (3x45 min) are held without any break within.
4. The outside door is locked during the entire period of practices.
5. The cloakroom is locked during the entire period of practices.
6. The Anatomy Department cannot take any responsibility for any personal belongings of students lost in the building. Each student is responsible for his/her own belongings.
7. The students are obliged to wear **white lab coats** when attending the anatomy practices. The group leaders take the lab coats from the Dissecting Room technicians before the practice begins. The group leaders sign the lending sheet, and they deposit their IDs, which are returned to the owners in exchange for the lab coats after the end of the practice. Students are allowed to wear the lab coats in the Dissecting Room only; they mustn't leave the Department building wearing white lab coats.
8. For the injury and infection prevention, students have to attend the anatomy practices with shortly cut nails, wearing non-skidding shoes and long trousers even in summer (shorts and minis are not allowed).
9. Before the dissection begins, all the objects worn on fingers, hands and wrists (e.g. watch, ring, and bracelet) must be removed, according to the above mentioned viewpoints.
10. During the dissection and preparation, disposable plastic gloves have to be used to prevent injuries and infections. The students need to bring **plastic gloves, forceps** and **scalpels** in properly closed cases for the practices.
11. At the end of the practices, the used gloves and paper towels must be thrown into the appointed trash containers.
12. The used metal devices (e.g. scalpel blades) must be collected in a separate metal container. They mustn't be thrown into the communal trash bins.
13. **Any accidents, injuries and other emergencies within the Dissecting Room must be immediately reported to the practice leader.** The students are informed about the

labour safety rules in the first practice of the semester. These regulations of accident prevention must be strictly observed by every student.

14. The Dissecting Room must be left after careful hand wash in running water using soap and disinfectant material, followed by hand drying.
15. After the practices, the group leaders collect the used lab coats, hand them over to the Dissecting Room technicians. The IDs of the group leaders are returned in exchange for the lab coats. In case a lab coat is not returned, the group leader is obliged to pay 5000 HUF/lab coat, the amount of which is paid back on return of the coat.
16. Taking any organ, tissue, body part or studied model out of the Dissecting Room is strictly prohibited.
17. Eating, drinking and smoking are not permitted in the Dissecting Room.
18. **Any form of visual and sound recording (by conventional or digital cameras, video recorders, mobile phones) on the premises of the Anatomy Department including the Dissecting Rooms as well as the Anatomy Museum is explicitly forbidden.**
19. The use of any kind of communication equipment (mobile phone, smartphone, tablet, laptop, netbook) is not permitted in the Dissecting Room.
20. The anatomy practice is a compulsory course; the attendance is checked by means of a written attendance sheet. In case of being late for the practice, the student is NOT allowed to participate in the practice.
21. Safekeeping is not provided by the Anatomy Department. No responsibility is taken for any lost personal belongings or assets.
22. **The students may leave the Dissecting Room only with the tutor's permission even temporarily.**

It must be kept in mind that the human bodies and body parts which are studied in the anatomy practices derived from people who generously donated their bodies for the benefit of medical science. The dead body and its body parts can be subjects for Dissecting Room studies exclusively; any other improper form of behaviour is the violation of human shrine and dignity. Besides, the professional caring for the bodies and specimens is essential for all students studying anatomy. The students are required to show utmost respect for the specimens all the time and keep themselves to the rules of medical profession about privacy and respect. **The strict observance of the above described Dissecting Room Regulations is the disciplinary responsibility of every student.**

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THE ORDER OF THE HISTOLOGY PRACTICES

1. The histology practice consists of 2 teaching hours (45 min each); this 90-min practice is held without any break within.
2. There are microscopes and slide boxes of high financial and goodwill value in the Histology Room. Every student must take care of the devices and property in the Histology Room. Taking a microscope away from its original place, disassembling it, taking any slide or slide box out of the Histology Room is strictly forbidden.
3. The microscopes and slide boxes are numbered. At the beginning of the semester every student chooses a place by sitting down by any of the microscopes. By his or her signature the student shoulders the financial responsibility for the microscope and slide box belonging to his or her chosen place that should be kept without changing for another place during the entire semester. The students are obliged to carefully check their slide boxes for any missing or broken slide at the beginning of the practice. If the lack of or damage to a slide is not reported to the practice leader any damage or loss in the slide box noticed at the end of the practice is considered to be the disciplinary responsibility of the student. **The student who breaks or damages histological slide(s) or neglects to report missing slide(s) is to be charged extra histological slide question(s) at the anatomy final exam, the number of the extra question(s) will be equivalent to the number of the slides in question.**
4. In the first histology practice, every student receives detailed information on:
 - a., the proper handling of the microscopes,
 - b., the proper handling of the slides and slide boxes, and
 - c., the order and requirements of the practices.
5. After being informed, by his or her signature, the student acknowledges that the mentioned information is understood; the class rules are accepted and are to be kept to during the semester.
6. The histology practice is a compulsory practical class; the attendance of the classes is checked by written attendance sheet. **In case of being over 10 min late for the practice, the student is allowed to participate in the practice, but not permitted to sign the attendance sheet.**
7. In the histology practices, the students must follow the norms of the teaching hours; bringing food or drink into the Histology Room is prohibited. (Smoking is prohibited in the whole area of the Anatomy Department, including the courtyard, the main entrances and the bordering streets.)
8. The use of mobile phones or any kind of communication equipment is not permitted in the Histology Room.
9. The jackets, coats and school bags must be placed and stored on the clothes-hooks and/or the benches along the door-sided wall of the Histology Room.
10. **The students may leave the Histology Room only with the tutor's permission even temporarily.**

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