STUDY AND EXAM INFORMATION FOR STUDENTS OF
THE “ANATOMY, HISTOLOGY AND EMBRYOLOGY” SUBJECT

CONDITION OF THE SUCCESSFUL COMPLETION OF A SEMESTER

The Study and Examination Regulations of the Faculties of Medicine and Dentistry of the University of Szeged demand day-to-day attendance of the lectures, practices and seminars. The medical and dentistry students participate in lectures, gross-anatomy practices, seminars (and from the second semester of the first year, instead of seminars) histology practices. The attendance of the classes is to be checked by written attendance sheet. Concerning the permissible number of absences, we refer to the Study and Examination Regulations of the Faculties of Medicine and Dentistry; i.e. when the percentage of absence exceeds the 25% of the total teaching hours of anatomy in the semester, then the semester cannot be accepted and have to be repeated. (Seminars count as practices in this regard.) Every absence has to be justified by an authentic written medical report presented to the Department (to Andrea Czigner, MD, PhD) within one week after the last day of absence. The medical reports and certificates presented later than one week are not to be accepted by the Department of Anatomy. The Study Regulations of the Anatomy Department are compulsory for all the students.

ORDER OF THE MID-TERM ASSESSMENTS (MTOs)

During the semester, the first-year students have to participate in two practical assessments in the Dissection Room (topics of the first MTO: vertebral column, thoracic wall, thoracic cavity, thoracic organs (heart, lungs!), nasal cavity, nasopharynx, larynx, trachea; topics of the second MTO: abdominal wall, abdominal cavity, abdominal organs, and alimentary tract). The principal aim of these MTOs is to evaluate the practical (ability to identify the anatomical structures on dissected specimens, organs, cadavers, anatomical models and radiological images) gross anatomical knowledge of the students. The exact dates and topics of the MTOs are also detailed in the Anatomy Course Schedule. The failed (unsuccessful) or missing (due to absence of the student) oral MTO(s) can be repeated on the last week of the semester only.
In the course of the semester, the students also have to participate in **practical histology MTOs (2 occasions altogether)**, focused on the practical histological knowledge of the students (slide recognition and identification of histological structures and characteristics). The exact dates and topics of the MTOs are also detailed in the Anatomy Course Schedule. **The failed (unsuccessful) or missing (due to absence of the student) oral MTO(s) cannot be repeated.**

**The arithmetical means of the MTOs (mean of the anatomy MTOs and histology MTOs) are considered as a part-mark of the end-semester exam mark!** The absent MTO marks are also calculated (as “0”) into the MTO means. Only students having authentic medical reports of hospitalisation or of out-patient clinic attendance are to be exempted from this calculation rule. **The medical reports and certificates presented later than one week are not to be accepted by the Department of Anatomy.**

During the semester, the **SECOND-YEAR STUDENTS** have to participate in **one practical assessment (Dissection Room)** (topics of the practical MTO: skull, head and neck gross anatomy, peripheral branch system of the cranial nerves). The exact date and topics of the MTO are also detailed in the Anatomy Course Schedule. **The failed (unsuccessful) or missing (due to absence of the student) MTO(s) cannot be repeated.**

**ORDER OF THE END-SEMESTER EXAM (ESE) FOR FIRST-YEAR STUDENTS**

The **first exam** for the first-year students of medicine and dentistry is always a **written exam**; the exact exam dates and places are to be announced in the ETR System. **The arithmetical means of the MTOs (i.e. the mean of Dissection Room MTOs and mean of the histology MTOs) are considered as a part-mark of the end-semester exam mark!** The **repeated exam**, due to failed (unsuccessful) written ESE, is an **oral exam**, on the repeated exam dates that are also to be announced in the ETR System. The oral exam consists of three practical-theoretical topics and one histological slide for the first-year students, according to the topic list handed over at the beginning of the semester and available on the homepage of The Anatomy Department.

**The final mark of the semester** consists of three part-marks:

A., First part-mark: the arithmetic mean of the **anatomy MTOs**
B., Second part-mark: the arithmetic mean of the **histology MTOs**
C., Third part-mark: the mark of the **written end-semester exam**

Even the **failed (as “1”) and absent (as “0”) MTO marks are calculated into the MTO means!**
If the written exam is failed, the final end-semester mark is also failed (1); so the MTO marks are not taken into consideration in this case. In case of repeated exams, the MTO means are not calculated into the final ESE marks. The final mark is calculated as a simple arithmetic mean of the three part-marks above, according to the arithmetic rounding rules:

Excellent: 4.50 – 5.00
Good: 3.51 – 4.49
Accepted: 2.51 – 3.50
Passed: 2.00 – 2.50
Failed: <2.00

An example for the calculation:
Marks of the anatomy MTOs: 3; 2 → their arithmetic mean: \( \frac{3 + 2}{2} = 2.5 \)
Marks of the histology MTOs: 3; 2; 4 → their arithmetic mean: \( \frac{3 + 2 + 4}{3} = 3.0 \)
Mark of the written exam: 4 → Final end-semester mark: \( \frac{2.5 + 3.0 + 4}{3} = 3.17 \rightarrow \text{accepted (3)} \)

ORDER OF THE ANATOMY FINAL EXAM (SECOND-YEAR STUDENTS)
The Anatomy Final Exam begins with a short written “entry” test, assessing the basic anatomical, histological and embryological knowledge of the students. These basic entry questions are available for the students on the homepage of the Anatomy Department from the beginning of the semester. Assessment of this written test: 0-59% failed; 60-69% passed; 70-79% accepted; 80-89% good és 90-100% excellent. Only the students with an at least “passed” written test (from 60%) are allowed to proceed to the next step of the Anatomy Final Exam: consisting of one-one practical-theoretical topic from the locomotor system, visceral organs and neuroanatomy, respectively; and one histological slide. This exam step takes place in front of an Exam Committee (3 examiners, appointed by the Head of the Department) in the Dissection Room. In the case of unsuccessful (failed) Anatomy Final Exam, the first exam step (written test) has to be repeated, as well. Should the student fail the written test twice, on the third exam occasion (i.e. in the second repeated exam), the written part is omitted, and the student starts the exam immediately at the Exam Committee.
STUDENT REPRESENTATION
The Department of Anatomy invites students to comment on the education and examinations. Each class may have two or three representatives, who are invited to participate in the monthly Departmental Staff Meetings in order to discuss any problems arising. The names of the class representatives must be given in a letter to the Head of the Department during the first semester week. The Department informs the representatives regularly about the dates of the Departmental Staff Meetings.

COURSE SCHEDULES, TOPIC LISTS, INFORMATION FOR STUDENTS
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/

Szeged, 30th January 2012

Prof. András Mihály, MD, PhD, DSc
Chairman, Department of Anatomy, Histology and Embryology
Faculty of Medicine, University of Szeged
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 the 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 view specimens in the Dissecting Room only in the presence of their tutor, only during the class hours officially designated by the class schedule or by the Anatomy Department.
2. No visitors are allowed in the Dissecting Room.
3. The anatomy practices are held without any break within.
4. The outside door is closed during the practices.
5. The locker room is closed during the 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. 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 are not allowed).
9. Before the dissection begins, all the objects worn on fingers, hands and wrists (e.g. watch, ring, and bracelet) should be removed, according to the above mentioned viewpoints.
10. During the dissection and preparation, plastic gloves have to be used to prevent injuries and infections. The students should bring own plastic gloves and tweezers, scalpels for the practices; keeping these devices in a properly closed container.
11. At the end of the practices, the used gloves and paper towels should be thrown into the appointed trash containers.
12. The used metal devices (e.g. scalpel blades) should be collected in a separated metal container. These 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 are compulsory to every student.

14. The Dissecting Room should 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 and after a final check by the tutors, are the students allowed to leave the Dissecting Room area.

16. Taking an 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 photography (including conventional or digital cameras, video recording or mobile phone cameras) within the Dissecting Rooms or in the Anatomy Museum is expressly forbidden.

19. The use of mobile phones or any kind of communication equipment is not permitted in the Dissecting Room.

20. During the anatomy practices, the Dissecting Room technicians should be present in order to help the work of the tutors and students upon demand.

You are learning from human material prepared from people who have 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, it is essential for all students learning anatomy to have and show utmost respect for the specimens all the time, by keeping 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.**

Szeged, 30\textsuperscript{th} January 2012

Prof. András Mihály, MD, PhD, DSc
Chairman, Department of Anatomy, Histology and Embryology
Faculty of Medicine, University of Szeged
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 should take care of the devices 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 marked with an ordinal number. 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 goodwill value of a slide box is 150,000 HUF. 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 at this time, further on, 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, and he or she can be obliged to pay compensation for the loss or damage.

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 going to be kept to during the semester.

6. The histology practice is a compulsory practical class, the attendance of the classes are to be checked by roll-call.

7. In the histology practices, the students should follow the norms of the teaching hours; bringing food or drink into the Histology Room is prohibited.

8. During the histology practices, every student must create a histology notebook with sketches of the slides and written observations and theoretical notes about the explanations given by the leader of the practical course. These notebooks will be regularly evaluated during the semester.

Szeged, 30th January 2012

Prof. András Mihály, MD, PhD, DSc
Chairman, Department of Anatomy, Histology and Embryology
Faculty of Medicine, University of Szeged