STUDY AND EXAM INFORMATION
FOR FIRST YEAR MEDICAL STUDENTS OF
THE "ANATOMY, HISTOLOGY AND EMBRYOLOGY" SUBJECT
Academic Year 2017/2018, 2nd Semester

I. CONDITIONS OF THE SUCCESSFUL COMPLETION OF A SEMESTER
The Study and Examination Regulations of the Faculty of Medicine and of the University of Szeged demand regular attendance of the lectures and practices, which is obligatory. The medical students participate in lectures, gross-anatomy practices and histology practices. The attendance of the classes including the lectures is checked by attendance sheets, which are attested by the signature. 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. The missed practices cannot be made up in any way. Every absence has to be justified by an authentic written medical certificate (sick note) presented to the educational supervisor of the Anatomy Department (to Dr. Andrea Czigner) within one week after the last absence. 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.
II. SUBJECT AND EXAM REQUIREMENTS ACCORDING TO CREDITING REGULATIONS

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Anatomy lecture II. (AOK-KUA014)</th>
<th>Dissection Practice II. (AOK-KUA015)</th>
<th>Histology Practice I. (AOK-KUA016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course type</td>
<td>compulsory</td>
<td>compulsory</td>
<td>compulsory</td>
</tr>
<tr>
<td>Credits</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Requirement for the courses</td>
<td>completion of AOK-KUA012</td>
<td>completion of AOK-KUA012</td>
<td>completion of AOK-KUA012</td>
</tr>
<tr>
<td>Exam type</td>
<td>ESE</td>
<td>Term mark (M5)</td>
<td>Term mark (M5)</td>
</tr>
<tr>
<td>Requirement for exam/marking</td>
<td>completion of AOK-KUA011, AOK-KUA015, AOK-KUA016</td>
<td>number of absences less than 25% teaching hours</td>
<td>number of absences less than 25% teaching hours</td>
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</tbody>
</table>

III. ORDER OF THE MID-TERM ASSESSMENTS AND THE TERM MARK OF THE ANATOMY PRACTICE

During the semester, the first-year students have to sit three written tests, the exact dates, times and topics of which are stated in the Anatomy Course Schedule. These tests will be composed of single choice questions concerning the theoretical issues of the relevant topics. The sites of assessments will be notified on the websites of CooSpace or Neptun at the beginning of the semester.

The students will take three practical assessments of gross anatomy in the dissection room during the ordinary practices, the dates of which are stated in the Anatomy Course Schedule. 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 quizzes at the beginning of anatomy practices, the questions of which will be related to the relevant topics of the given practice. The numbers of the quizzes will depend on the numbers of the real practices of groups, due to bank holidays and dean's exemptions.

The student who is not present at due time of any of the written tests or assessments will receive an "absent" mark with zero value (0). The failed (unsuccessful) or missing (due to absence) written tests or 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.

The student who fails the last (3rd) practical assessment or receives the "absent" mark, at the end-semester exam and accidental retakes, will pick out two topic cards from the topic block of the "urogenital organs, lesser pelvis, perineum".

The mark of the anatomy practice will be calculated from the results of the 3 written tests, the 3 practical assessments and the 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.

\[ R = \frac{(W_1 + W_2 + W_3 + P_1 + P_2 + P_3 + Q + Q)}{8} \]

where

- \( R \) means the result for the term mark
- \( W_1, W_2, W_3 \) mean the 1st, 2nd, 3rd written tests, respectively
- \( P_1, P_2, P_3 \) mean the 1st, 2nd, 3rd practical assessments, respectively
- \( Q \) means the arithmetic mean of the results of the quizzes

**CALCULATION OF THE TERM MARK FROM THE RESULT:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>4.50 – 5.00</td>
</tr>
<tr>
<td>Good</td>
<td>3.51 – 4.49</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>2.51 – 3.50</td>
</tr>
<tr>
<td>Pass</td>
<td>2.00 – 2.50</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt;2.00</td>
</tr>
</tbody>
</table>

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 end-semester exam (AOK-KUA014), and the student will earn pass mark (2) as a term mark of anatomy practice II (AOK-KUA15). 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 end-semester exam.
IV. ORDER OF THE MID-TERM ASSESSMENTS AND THE TERM MARK OF THE HISTOLOGY PRACTICE

During the semester, the students have to sit three mid-term oral assessments (MTOs), the exact dates, times and topics of which are stated in the Anatomy Course Schedule. 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 fails the last (3rd) MTO or is absent at this MTO without a qualified sick note, at the end-semester exam and its accidental retakes, will receive two sections to be described.

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

CALCULATION OF THE TERM MARK FROM THE AVERAGE OF THE MTOS:

- 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, 5 histological items from the 3 topic blocks, 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 end-semester exam (AOK-KUA014), and the student will earn pass mark (2) as a term mark of histology practice I (AOK-KUA16). 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 end-semester exam.

V. ORDER OF THE END-SEMESTER EXAM (ESE)

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

The venue and time of the ESE will be announced on the website of Neptun. The topic lists are available on the official website of the Anatomy Department since the beginning of the semester. The ESE is an oral exam.
The students are obliged to be present on the venue and at the time of the exam. In case of being more than 15 min late for the exam, the student loses the chance of taking the exam, and the examiner enters the remark "absent" onto the exam sheet. The students need to bring two pairs of disposable plastic gloves and a pair of forceps for the ESE.

VI. COURSE SCHEDULES, TOPIC LISTS, INFORMATION FOR STUDENTS

STUDENT REPRESENTATION
Students are engaged, both individually and collectively, as partners in the enhancement of their educational experience through student representation. Two-three students in the first-year are to be elected representatives of the year, whose names are reported in writing to the Chairman, possibly within the first week of the semester. These representatives will be monthly invited to take part in the meetings of the teaching staff in order to discuss the current issues of the courses.

CURRICULA, TOPIC LISTS, 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/

For all the 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, 05 February 2018

Prof. Antal Nógrádi, 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 dissec\*\*\*\*ting 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 depose 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. During the anatomy practices, the Dissecting Room technicians must be present in order to help the work of the tutors and students upon request.

21. 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.**

22. Safekeeping is not provided by the Anatomy Department. No responsibility is taken for any lost personal belongings or assets.

23. 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.

Szeged, 05 February 2018

Prof. Antal Nógrádi, 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 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.

Szeged, 05 February 2018

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