STUDY AND EXAM INFORMATION
FOR FIRST YEAR MEDICAL STUDENTS OF
THE “ANATOMY, HISTOLOGY AND EMBRYOLOGY I.” SUBJECT

CONDITION OF THE SUCCESSFUL COMPLETION OF A SEMESTER

The Study and Examination Regulations of the Faculty of Medicine of the University of Szeged demand **day-to-day attendance of the lectures, practicals and seminars**. The medical students participate in lectures, gross-anatomy practicals and seminars. The attendance of the classes is to be registered on a **written attendance sheet**. Lecture attendance is also compulsory. **Concerning the permissible number of absences, we refer to the Study and Examination Regulations of the Faculty of Medicine; i.e. “If the absence does not exceed 15% of the total number of classes, students are not obliged to provide a certificate justifying the absence. If the absence falls between 15% and 25% of the total number of classes, students may only make up for the missed classes if they provide a certificate. The departments have the right to refuse the acceptance of a semester if the student missed more than 25% of the practices”**. Students can complete the practicals only in their own designated group and time as prescribed by the **NEPTUN**. 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 are not to be accepted by the Department of Anatomy**. The Study Regulations of the Anatomy Department are mandatory for all the students.

Study plan of the Anatomy, Histology and Embryology I.:  

<table>
<thead>
<tr>
<th>COURSE</th>
<th>ANATOMY LECTURE I.</th>
<th>ANATOMY PRACTICAL I.</th>
<th>ANATOMY SEMINAR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Compulsory subject</td>
<td>Compulsory subject</td>
<td>Compulsory subject</td>
</tr>
<tr>
<td>FORM OF EXAM</td>
<td>Examination (ESE)</td>
<td>Term mark (5)</td>
<td>Signature</td>
</tr>
<tr>
<td>PRECONDITION of signature/for taking the exam</td>
<td>Signature of the anatomy seminar + Term mark &gt; (2)</td>
<td>Absences &lt;25%</td>
<td>Absences &lt;25%</td>
</tr>
</tbody>
</table>

Students participating in the dissection practicals are subject to a short test at the beginning of each practical. From the third practical week, the mark of these short tests will be included in the final grade of the term mark.
ORDER OF THE MID-TERM ASSESSMENTS:

During the semester, the **FIRST-YEAR STUDENTS** have to participate in two written and four practical midterm exams.

The exact **written exam dates** *(at the 6th and 10th week of the semester)* and exam venues will to be announced in the CooSpace/NEPTUN. The written exam tests will be composed of single-choice questions focusing on the theoretical knowledge of the given subject. *(1st: Anatomy of the upper limb; 2nd: Anatomy of the lower limb)*

The four **practical assessments** will be carried out in the Dissection Room in the first half of the practicals *(on the 4th, 6th, 10th and 14th week of the semester)*. The exact dates and topics of the MTOs are detailed in the Anatomy Curriculum. The principal aim of these practical 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. On each of the demonstrations 5 anatomical structures have to be recognized. Students should bring their **own plastic gloves** for the practical exams.

Students, who do not turn up at due time of any of the tests or exams will get a mark “absent”(0).

**The failed (unsuccessful) or missing (due to absence of the student) MTO(s) cannot be re-taken.**

CALCULATION OF THE TERM MARK:

The term mark of the semester is made up from **three part-marks**:

A., **First part-mark**: the arithmetic mean of the short tests (counted as double at the final calculation).

B., **Second part-mark**: the marks of the written tests

C., **Third part-mark**: the marks of the oral exams

**An example for the calculation:**

Marks of the anatomy short tests: 4; 2; 4; 5; 1; 2; 3; 4 → their arithmetic mean:

\[
\frac{4 + 2 + 4 + 5 + 1 + 2 + 3 + 4}{8} = 3.125
\]

Marks of the written tests: 2; 2

Mark of the oral exams: 4; 4; 4; 5

→ Final term mark: \[
\frac{3.125 + 3.125 + 2 + 2 + 4 + 4 + 4 + 5}{8} = 3.406 \rightarrow \text{accepted (3)}
\]

**Excellent**: 4.50 – 5.00
**Good**: 3.51 – 4.49
**Accepted**: 2.51 – 3.50
**Passed**: 2.00 – 2.50
**Failed**: <2.00
The absent MTO and test marks are also calculated (as “0”) into the “term mark” means. Only students in possession of authentic medical reports of hospitalisation or out-patient clinic attendance can to be exempted from this calculation rule. The medical reports and certificates presented later than one week after the date of absence are not to be accepted by the Department of Anatomy.

If the fourth oral demonstration mark is failed(1) or absent(0), it is obligatory for the student to pick an extra topic from the topic group concerned at the ESE.

If the term mark of the anatomy practical is failed(1) (less than 2.00) then students must sit a repeated exam during the examination period. The repeated practical exam is an oral exam, on the retake exam dates that are announced in the NEPTUN System. This repeated exam consists of practical topics, according to the topics of the anatomy practicals of the whole first semester (ability to identify the anatomical structures on dissected specimens, organs, cadavers, anatomical models and radiological images).

ORDER OF THE END-SEMESTER EXAM (ESE)

The ESE exam for the first year students of medicine is an oral exam. The exact exam dates and venues are announced in the NEPTUN System. Examination registration is only allowed for students who passed the exam of the anatomy practical and got the signature of the seminar. Students should turn up at the exam exactly at the time announced in the NEPTUN system. Students arriving later than 15 minutes after the designated time will get an “absent” mark on the exam sheet. The oral exam consists of practical-theoretical topics, according to the topic list handed out at the beginning of the semester and available on the homepage of The Anatomy Department.

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 Department Staff Meetings in order to discuss any problems arising. The names of the class representatives must be submitted 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 Department 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, 1st September 2017

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 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, 1st September 2017

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