STUDY AND EXAM INFORMATION FOR SECOND YEAR MEDICAL STUDENTS OF THE “ANATOMY, HISTOLOGY AND EMBRYOLOGY III” 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 and practicals**. The medical students should participate in lectures, gross-anatomy- and histology-practicals. The attendance of the classes is to be checked by **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 practicals”. **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 will not 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 ASSESSMENT (MTO)

During the semester, the **SECOND-YEAR STUDENTS** have to participate in **two Anatomy and two Histology practical assessments**. The principal aim of these MTOs is to evaluate the practical knowledge of the students. The exact date and topics of the MTO are detailed in the Anatomy Course Schedule. **The failed (unsuccessful) or missing (due to absence of the student) MTO cannot be repeated.**

CALCULATION OF THE TERM MARK:

- 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 be exempted from this calculation rule. The medical reports and certificates presented later than one week after the date of absence will not be accepted by the Department of Anatomy.

If the term mark of anatomy or histology practicals is failed (1) (less than 2.00) than students must sit a repeated exam during the examination period. The repeated practical exam is an oral exam, on the repeated 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 semester (ability to identify the anatomical structures on dissected specimens, organs, cadavers, anatomical models and radiological images).

ORDER OF THE ANATOMY FINAL EXAM (SECOND-YEAR STUDENTS)

Examination registration is only allowed for students who have a term with at least 2.00 or passed the exam of the anatomy and histology practicals.

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 and 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 practical-theoretical topic from each of 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. If the student fails on
the second occasion, too, 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. Students have to be present at the exams on the NEPTUN system. After 10 minutes of being late an “absent” note will be registered on the exam sheets.

STUDENT REPRESENTATION
The Department of Anatomy invites students to comment on the education and examinations. Each class may have two or three representatives, and one of those is invited to participate in the monthly Department 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 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, 31st August 2017

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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 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 practicals are held without any break within.
4. The outside door is closed during the practicals.
5. The locker room is closed during the practicals.
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 practicals. The group leaders take the lab coats from the Dissecting Room technicians before the practicals 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 practicals 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 practicals; keeping these devices in a properly closed container.
11. At the end of the practicals, 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 practical leader.** The students are informed about the labour safety rules in the first practical 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 practicals, 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 visual or acoustic recording** (including conventional or digital cameras, video recording or mobile phone cameras) **within the Dissecting Rooms, in the Anatomy Museum, such as in the whole area of the Anatomy Department 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 practicals, the Dissecting Room technicians are present in order to help the work of the tutors and students upon demand.

21. The anatomy practical is a compulsory course; the attendance is controlled with a written attendance sheet. **In case of being late more than 15 minutes, the student is NOT allowed to participate in the practical.**

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 subject for Dissecting Room studies exclusively; any other improper form of behaviour is considered as violation of human shrine and dignity. Besides the professional caring for the bodies and specimens, it is essential for all students learning anatomy to 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, 31st August 2017

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THE ORDER OF THE HISTOLOGY PRACTICALS

1. The histology practical consists of 2 teaching hours (45 min each); this 90 min practical 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 takes 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 practical. If the lack of or damage to a slide is not reported to the practical leader at this time, or any damage or loss in the slide box is noticed at the end of the practical is considered to be the disciplinary responsibility of the student. Any student breaking or damaging histological slide(s) or not reporting missing slide(s) is to be charged extra histological slide question(s) at the anatomy final exam, the number of the extra question(s) being equivalent with the number of the broken /damaged/ not reported missing slide(s).

4. In the first histology practical, every student receives detailed information on:
   a., the proper use of the microscopes,
   b., the proper handling of the slides and slide boxes, and
   c., the order and requirements of the practicals.

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 practical is a compulsory practical class, the attendance of the classes is checked a written attendance sheet. In case of being more than 15 min late for the course, the student is allowed to participate in the practical, but not permitted to sign the attendance sheet.

7. In the histology practicals, the students should 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. During the histology practicals, every student must complete a histology notebook with sketches of the slides and written observations and theoretical notes. These notebooks
will be regularly evaluated during the semester. **Without submitting of these notebooks students will not be allowed to take the histology MTO.**

9. The jackets, coats and school bags should be placed and stored on the available hangers and benches in the back of the Histology Room.

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

11. During and oral and practical lectures, even for a short period - the students must not leave the lecture or practical rooms! **It can done only by the permission of the lecturer!**

Szeged, 31st August 2017

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