STUDY AND EXAM INFORMATION
FOR FIRST YEAR MEDICAL STUDENTS OF
THE “ANATOMY, HISTOLOGY AND EMBRYOLOGY” SUBJECT
Academic Year 2016/2017, 2nd Semester

I. CONDITION OF THE SUCCESSFUL COMPLETION OF A SEMESTER
The Study and Examination Regulations of the Faculty of Medicine and of the University of Szeged demand day-to-day attendance of the lectures and practices. The medical students participate in lectures, gross-anatomy practices and 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 Faculty of Medicine; i.e. when the percentage of absence exceeds the 25% of the teaching hours of the course in the semester, then the semester cannot be accepted and have to be repeated.

Every absence has to be justified by an authentic written medical report presented to the educational supervisor of the Anatomy Department (to Dr. Andrea Czigner) 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.

II. SUBJECT AND EXAM REQUIREMENTS ACCORDING TO CREDIT REGULATIONS

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Anatomy lecture II.</th>
<th>Dissection Practice II.</th>
<th>Histology Practice I.</th>
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</thead>
<tbody>
<tr>
<td>Course type</td>
<td>compulsory</td>
<td>compulsory</td>
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<tr>
<td>Credits</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Contact hours/semester</td>
<td>28</td>
<td>42</td>
<td>28</td>
<td>98</td>
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<tr>
<td>Subject requirement</td>
<td>AOK-KUA011 signature</td>
<td>Parallel Completion</td>
<td>Parallel Completion</td>
<td></td>
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<tr>
<td>Exam type</td>
<td>ESE</td>
<td>Term mark (M5)</td>
<td>Term mark (M5)</td>
<td></td>
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<tr>
<td>Exam requirement</td>
<td>AOK-KUA011; at least passed (2) term marks, signature for both practices</td>
<td>absences &lt;25%</td>
<td>absences &lt;25%</td>
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III. ORDER OF THE MID-TERM ASSESSMENTS (MTOs) AND THE TERM MARK

During the semester, the first-year students have to participate (according to the major topic blocks) in three gross anatomical and three histological practical assessments. 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 and histological (microscopic slides) knowledge of the students, respectively. 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 absent MTO marks are also calculated (as “0”) into the MTO means.

The arithmetical mean of the gross anatomical and that of the histological MTOs are considered as the term mark of the anatomy or the histology practice!

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 Anatomy Department provides the students concerned, in order to reach the at least passed term mark, repeated practical exams within the exam period.

**IT IS COMPULSORY FOR THE STUDENT TO BRING OWN PLASTIC GLOVES AND TWEEZERS FOR THE MID-TERM ASSESSMENTS (MTOs).**

At the repeated practical exam the students are to be examined out of the full practical material of the semester, according to the separated practical (MTO) topics list (see the homepage of the Institute). These exams are regulated by the Study and Exam Regulations of the University of Szeged and that of the Faculty of Medicine, concerning the registration, absence and retake affairs.

The students are required to be present at the practical exams and retakes already before the starting time of the exam or at least on time. In case of being more than 15 min late for the exam, the examiner closes the exam sheet of the student with the remark “absent”.

Only students having authentic medical reports of hospitalisation or of out-patient clinic attendance are to be credited with a “certified absence”. The medical reports and certificates, presented to the practice leaders or to the educational supervisor later than one week after coming back from the absence, are not to be accepted by the Department of Anatomy.
IV. ORDER OF THE END-SEMESTER EXAM (ESE)

The ESE exam for the first year students of medicine is an oral exam.

Examination registration is only allowed for students who passed the exams of the anatomy and histology practice and have got the signatures of both practices, as well.

The oral exam consists of three practical-theoretical topics and one histological slide, according to the topic list available on the homepage of the Anatomy Department.

For the retake of a successful (at least passed) exam (in order to have a better exam mark), according to the Study and Exam Regulations of the Faculty, there is one opportunity out of only one subject within the exam period. The result of this exam can be worse than the original mark to be improved.

The student is obliged to be present at the venue of the exam already before of the announced start of the exam or at least on time, having at least 2 pairs of plastic gloves irrespectively of the type of the exam. In case of being more than 15 min late for the exam, the examiner closes the exam sheet of the student with the remark “absent”.

V. 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/

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 appointments the educational supervisor is only in her consulting hour (announced in the homepage of the Anatomy Department) available. For any queries from the students 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, 06th February 2017

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 (3x45 min) 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 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 practices, the Dissecting Room technicians should be present in order to help the work of the tutors and students upon demand.

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

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, 06th February 2017

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 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. 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 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 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 practice, but not permitted to sign the attendance sheet.

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. 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 practices, every student must create a histology notebook with sketches of the slides and written observations and theoretical notes about the explanation given by the leader of the practical course. These notebooks will be regularly
evaluated during the semester. **Without submittance 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.

Szeged, 06\(^{th}\) February 2017

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