

University of Szeged, Faculty of Medicine
Department of Anatomy, Histology and Embryology

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

CONDITIONS OF SUCCESSFUL COMPLETION OF A SEMESTER

The Study and Examination Regulations of the Faculty of Medicine and the Albert Szent-Györgyi Health Science Center 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) histology practices. The attendance of the classes is to be checked by roll-call. **Concerning the permissible number of absences, we refer to the Study and Examination Regulations; 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 a written medical report presented to the Department within one week after the last day of absence. The Study Regulations of the Anatomy Department are compulsory for all the students.

A further condition for successful completion of a semester is the fulfilment of the in-course oral and written assessments (MTOs) with an arithmetical mean of 2.00 at least. During a semester, students have to participate in **written and oral assessments**. The dates and topics of the MTOs are detailed in the Course Description. An unaccomplished (due to the absence of the student) MTO is considered as „0” when counting the end-semester arithmetical mean. **The failed (unsuccessful) or missing (due to absence of the student) written or oral MTOs cannot be repeated. The arithmetical mean of MTOs is considered by the end-semester exam marks.** For those students, who cannot accomplish the mean MTO mark of 2.00 at least during the semester, the Anatomy Department offer **one last written assessment opportunity** in the last week of the semester. **If the students cannot meet the above prescribed requirement for the arithmetical mean of the MTO marks of 2.00 at least, the semester of the student is not accepted by 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 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.

Szeged, 1st February 2008

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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 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 prosectors 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 prosectors 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 prosectors 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. Apart from 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.**

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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.

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