PROVISION OF THE HEAD OF THE DEPARTMENT

RULES AND CONDITIONS APPLICABLE FOR PRACTICAL TRAINING AND FOR EXAMINING IN HISTOLOGY AND EMBRYOLOGY

For students of the General medicine and the Dentistry master programs
Teaching of Histology and Embryology (HE) course includes lectures, which are facultative but strongly recommended, and practicals, which are mandatory.

Actual information, recommended literature, and study materials

All general and actual information and study materials are accessible via the Information System (IS), webpages of the Department, and official pinboards placed next to the entrance to the Microscopic hall and the Seminar room, which are both located on the ground floor of A1 building.

The list of recommended literature and access to the online resources (MedAtlas, Atlas of Human Embryology) is available via the IS (course information) or webpages of the Department.

Contacts on individual teachers are available through webpages of the Department, Masaryk University, and/or IS. Consultation hours are upon individual previous arrangement with the teacher.

Mainly due to the copyright issues, presentations shown at the practicals are not freely available to students. Such restriction may also apply to presentations shown at the lectures and the decision on their distribution is solely upon the teacher. Still, the complete collection of test images is accessible via the MedAtlas.

Rules and conditions for practicals

Students are strictly obliged to attend the practicals according to the schedule of seminar groups. Changing seminar groups is only possible upon written consent of the Head of the Department after official request. This is mainly due to the capacity of the Microscopic hall and the Seminar room.

Any absence must be officially excused via the Study department. Due to the capacity of the Microscopic Hall, the substitution is allowed only upon the previous consent of both the lecturers of the substituting and the respective regular lesson. Missing practical lesson is acknowledged as substituted only after demonstration of the protocol signed by the teacher.
It is mandatory for the students to strictly follow the scheduled timing of the practicals. It is required for the students to appear 5 minutes before the scheduled lesson at latest. Late appearance is not allowed. The resulting absence in practical always requires its substitution in other term.

Both the Microscopic hall and the Seminar room possess a status of “laboratory”. Students are therefore strictly required to change their shoes and leave their jackets, coats, bags, etc. in the lockers room, prior to entering the Microscopic hall and/or Seminar room. Smoking, drinking, and eating is strictly prohibited. Students are obliged to fully obey the instructions of the lecturer and/or assisting technical staff.

It is strictly prohibited to use any recording devices, mobile phones, tablets etc. during practicals. Use of such devices during practicals or exams is typically recognized as academic misconduct. It can only be done under specific conditions if agreed by the teacher.

Program of each individual practical includes: presentation by lecturer, testing knowledge (Partial test described below), studying histological slides and electronograms, drawing and writing protocols, brief presentation of embryology aspects relevant to the given theme, evaluation of protocols by lecturer.

The tangible output of every practical is a protocol with hand-drawn and labeled structures seen on histological slides (sections) and electronograms. The form for the protocol can be downloaded from webpages of the Department or from the study materials accessible via IS.

The completed protocol must be evaluated and signed by the lecturer. Should the protocol be incomplete or incorrect, the substitution of the respective practical is required. The complete set of protocols is a mandatory precondition for granting the credits.

Student is responsible for his/her working place. At the end of each practical, student switches off the microscope, covers it with protective foil, and opens the box with the slides for control. Student may leave only after checking the microscope and the slides by a lecturer or assisting staff.

**Rules and conditions for evaluation of knowledge and for granting the credits**

The knowledge is evaluated by written “**Partial tests**” that are scheduled to every practical. In one semester, every student is required to successfully pass four such Partial tests. Selection of students for the test in the given practical is random. Each Partial test covers topics of the previous practical (in theory and practice; including embryological aspects) and topics of the actual practical (in theory only).

The Partial tests are scored as follows. Student passes the test (scored as “**P**” (Passed)) if the number of correct answers is higher compared to incorrect answers. If the number of correct answers is lower, the final scoring for the given test is “**N**” (Not passed).

---

Masaryk University, Faculty of Medicine  
Department of Histology and Embryology  
Kamenice 753/5, 625 00 Brno, Czech Republic  
T: +420 549 49 7102, E: ahampl@med.muni.cz
For the Partial test that is scored as “N”, there is one more attempt granted. This extra attempt, referred to as “Substitution test”, will be written at any practical on any topic studied before and at the actual practical. The extent and the rules for the Substitution test are the same as for regular Partial test. According to the “MU Study and Examination Regulations”, **Substitution test is considered as the “First alternate date”** and can be granted only once during the semester.

Granting the credits for the practicals requires, besides others, receiving four times score “P”. This may be achieved in four regular Partial tests (4 out of 4) or in four regular Partial test and one Substitution test (4 out of 5) (see the above paragraphs for the definitions and the rules).

In case that the student fails also in the Substitution test and as a result she/he does not receive four “P” scores, she/he is required to pass “Credit test”. The Credit test is scheduled to the end of semester and it covers all the issues studied in the given semester. As such, the Credit test is in its contents much broader compared to Partial and/or Substitution tests. Also scoring of the Credit test is different from that of Partial and/or Substitution tests – the minimal limit for successfully passing the Credit test is 60% correct answers. According to the “MU Study and Examination Regulations”, **Credit test is considered as the “Second alternate date”** and can be granted only once during the semester. Failing in Credit test thus inevitably results in NOT GRANTING the credits for the practicals.

Any academic misconduct during Partial, Substitution, and/or Credit test (any form of cheating) will automatically result in “N” (Not passed) and “F” (Failed), respectively.

**Summary of the requirements for granting the credits for practicals**

- **100% attendance at the practicals**
- **successfully passing the Partial tests** (4 of 4 or 4 of 5 when the Substitution test is used) or passing the Credit test
- **complete set of protocols** signed by the teacher
- term of the Credit test is announced according to the schedule of the Academic year
- credits are entered to the IS according to the schedule of the Academic year

**Rules and conditions for Final exam**

The “**Final exam**” is composed of the “**Practical part**” (slide test) and the “**Theoretical part**” that includes “**Written test**” and “**Oral exam**”. Successfully passing the Written test is a mandatory prerequisite for admittance to the Practical part of the Final exam. Analogously, successfully passing the Practical part is a mandatory prerequisite for admittance to the Oral exam. All the parts of the Final exam are scheduled to one term (date).
Practical part of the exam is scored “P” or “N”. Theoretical part is classified according to the grading scheme of the MU Study and Examination Regulations. The outcome of the Theoretical part of the Final exam (with mainly Oral exam) is decisive for the overall grade.

Once successfully passed, given part(s) of the Final exam (Written test; Practical part) is/are valid for the following alternate dates of the Final exam. Should the student fail in (or resign from) any part of the Final exam (Written test; Practical part; Oral exam) the overall grade will always be “F” (failed). All terms including alternate dates are recorded in the IS.

Any academic misconduct during Practical or Theoretical parts (any form of cheating) results in “F” (Failed).

**Theoretical part**

**Written test**

The Written test is single-choice type, offering for each question only one correct answer from a selection provided. Time limit for the Written test is 30 minutes for General medicine and 25 minutes for Dentistry.

- every test includes 30 (General medicine) and 25 (Dentistry; no questions on orofacial region) questions on all aspects of histology and embryology
- test is automatically corrected by official testing application implemented by IS
- incorrectly filled out answer sheet may result in wrong processing by IS and “F” (failed)
- every question offers 5 answers (a-e), from which only one is correct
- correct answer is scored one point; marking more than one answer for one question yields 0 points
- last offered answer is formulated as “all answers (a-d) are correct” or “none of the answers (a-d) is correct”
- the question can be negatively stated; in such case, the negative statement is highlighted for clarity

**Scoring of the Written test**

The written test is graded based on the number of points (correct answers).

<table>
<thead>
<tr>
<th>Grade</th>
<th>A (1)</th>
<th>C (2)</th>
<th>E (3)</th>
<th>F (4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>G. Medicine – score</td>
<td>30-27</td>
<td>26-23</td>
<td>22-19</td>
<td>18-0</td>
</tr>
<tr>
<td>Dentistry – score</td>
<td>25-23</td>
<td>22-20</td>
<td>19-16</td>
<td>15-0</td>
</tr>
</tbody>
</table>
Practical part

Practical part of the Final exam is represented by a tissue/organ identification on slides (sections) using a light microscope. The minimal limits for successfully passing the Practical part is 8 out of 10 (for General medicine) and 6 out of 8 (for Dentistry; excluding oral region slides). Time limit for the Practical part is 20 minutes. The final scoring is “P” or “N”.

<table>
<thead>
<tr>
<th>Scoring</th>
<th>P</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>G. Medicine – slides</td>
<td>10-8</td>
<td>7-0</td>
</tr>
<tr>
<td>Dentistry – slides</td>
<td>8-6</td>
<td>5-0</td>
</tr>
</tbody>
</table>

Oral exam

Oral exam is scheduled at every term so that the student can’t sign for only Practical part and/or Practical part and Written test at one date. The student draws one question on histology and one question on embryology. The time for preparing is 20 minutes. The discussion over her/his Written test can be included into the Oral exam. Additional questions can be asked. Oral exam is classified according to the grading scheme of the MU Study and Examination Regulations. Two examiners are present at the Oral exam.

THE OVERALL RESULT

The overall grade for Final exam is collectively based on classification of the Written test and Oral exam. The weights given to the individual parts of the Final exam is decided by the examiner.

Brno, February 7, 2020

doc. MVDr. Aleš Hampl, CSc.
Head of the Department

Masaryk University, Faculty of Medicine
Department of Histology and Embryology
Kamenice 753/5, 625 00 Brno, Czech Republic
T: +420 549 49 7102, E: ahampl@med.muni.cz