

aVLMT021 Tutorial in Basic Medical Terminology (spring term 2017)
Guarantee's instructions – course requirements and rules

STUDY MATERIALS

- 1) Prucklová, R. – Severová, M.: *Introduction to Latin and Greek Terminology in Medicine*. Praha: KLP, 2016 (Unit 1-7)
- 2) Teachers' own materials (e.g. hand-outs, presentations, activity cards) which are going to be periodically uploaded on the IS in Study materials of your subject. Teachers' materials have to be understood as an integral part of the study materials, contain majority of exercises and explanations to the book.
- 3) "Drill" on the IS (<https://is.muni.cz/auth/drill/?lang=en>)
 The application enables students to practice pronunciation, vocabulary and grammar covered in *Introduction to Latin and Greek Terminology in Medicine*, UNIT 1-7. The manual to the application is included in Study materials of your subject as a specific file called "DRILL Manual".

TESTING

Type of testing	Dates of the tests	Content of testing	Pass mark	Method of tests rating
1st partial test	app. in the 6th week of the spring period (the exact date will be specified at least one week before the test)	Nouns and adjectives of the 1st and 2nd declensions (units 1-3)	70%	The partial tests are designed to help students to assess their knowledge regularly. In the event of failure in the partial test, the student is not losing her/his chance to pass the credit test, and this is the reason, why the partial tests are not possible to resit . However, each successfully written partial test automatically enhances student's chances to succeed in the credit test as the final pass mark is lowered by 5% each time. Taking the fact that the credit test is a very complex test anticipating the extensive knowledge of the subject, we strongly recommend students to take advantage of lowering their pass mark of the credit test by successful completion of the partial tests.
2nd partial test	app. in the 9th week of the spring period (the exact date will be specified at least one week before the test)	nouns of the 3rd declension (units 4-5)	70%	
Credit test	in the 15th week of the summer period	Nouns of the 4 th and 5 th declensions, adjectives of the 3 rd declension and complex testing of the curriculum (units 1-7)	60% if successful in both partial tests 65% if successful in one of the partial tests only 70% if not successful in any of the partial tests	

COMMON RULES FOR TESTING

1. All students are sitting all their tests in his/her group only.
2. Students can sit the credit test during the 15th week of the semester (May 29 – June 4, 2017), there are no exceptions to this whatsoever.
3. Resits of the credit test will take place only during the examination period, i. e. June 5 – July 9, 2017 or during the extended examination period, i. e. August 28 – September 10, 2017.
4. The number of possible credit test resits is two.
5. The dates and number of resits set by the teacher before the exam period is final, it means no other dates will be added during the exam period or later.

ACCESS TO THE PARTIAL TESTS AND CREDIT TEST RESULTS

- Results of the tests will be available to students in the Notebook on the IS.
- The student's results will be given in percentage together with the pass mark.
- The student will have the access to his/her tests during guarantee's office hours only.

ABSENCES + CLASS SUBSTITUTIONS

1. Your absences are going to be electronically registered in the IS. In order to be sure you have been registered as present in the class, be punctual, the attendance is always checked immediately after the beginning of the class.
2. We can tolerate **two unexcused** absences only; **all further absences** have to be properly **excused by the Study Department**.
3. Unexcused absences are regularly recorded in the Notebook on the IS, and students having these records **cannot sit the credit test**.

THESE GUARANTEE'S INSTRUCTIONS ARE ANY TIME AVAILABLE IN THE IS.

Written by Tereza Ševčíková
10/01/2017

Student's signature and group: _____

Date: _____