

**Basic Medical Terminology I (General Medicine + Dentistry; autumn term 2015)**  
**Guarantee's instructions – course requirements and rules**

**STUDY MATERIALS**

- 1) Prucklová, R. – Severová, M.: *Introduction to Latin and Greek Terminology in Medicine*. Praha: KLP, 2012 (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
<b>1st partial test</b>	<b>app. in the 6<sup>th</sup> week</b> of the winter period (the exact date will be specified at least one week before the test)	Nouns and adjectives of the 1st and 2nd declensions (unit 1-3)	<b>70%</b>	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 <b>partial tests are not possible to resit</b> . However, each successfully written partial test automatically enhances student's chances to succeed in the credit test as the final pass mark is lowered the by 5% each time. Taking the fact that the credit test is a very complex test anticipating the extensive knowledge of the subject, <b>we strongly recommend students to take advantage of lowering their pass mark of the credit test by successful completion of the partial tests.</b>
<b>2nd partial test</b>	<b>app. in the 9<sup>th</sup> week</b> of the winter period (the exact date will be specified at least one week before the test)	nouns of the 3rd declension (unit 4-5)	<b>70%</b>	
<b>Credit test</b>	<b>app. in the 14<sup>th</sup> week</b> of the winter period (the exact date will be specified at least one week before the test)	Nouns of the 4 <sup>th</sup> and 5 <sup>th</sup> declensions, adjectives of the 3 <sup>rd</sup> declension and complex testing of the curriculum (unit 1-7)	<b>60%</b> if successful in both partial tests  <b>65%</b> if successful in one of the partial tests only  <b>70%</b> 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. During the "Dissections week" (December 14-18, 2015) seminars will concentrate on practising, the mock version of the credit test is going to be explained.
2. Students can sit the credit test in the extra week (December 21-23, 2015) or during the 14th week of the semester (January 4-8, 2016), there are no exceptions to this whatsoever.
3. Resits of the credit test will take place only during the exam period, i. e. January, 11 – February 19, 2016.
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 his/her teacher'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 one unexcused absence 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.
4. The student may substitute a class in another group two times per semester; the substitution is possible only in the same week when he/she missed a class in his/her own group.
5. The substitution is not possible in the week for which a partial test or the credit test has been planned.
6. The teacher at whom the student substitutes a class notes the information about the student's substitution in the Notebook on the IS.

## **NOTES!**

BASIC MEDICAL TERMINOLOGY I IN THE AUTUMN TERM IS A PREREQUISITE FOR THE SUBJECT BASIC MEDICAL TERMINOLOGY II IN THE SPRING TERM. MOREOVER, REGISTRATION OF MANY SUBJECTS IN THE SECOND YEAR OF STUDY IS DEPENDENT ON SUCCESSFUL COMPLETION OF BOTH COURSES.

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

Written by Jozefa Artimová  
01/09/2015

Student's signature and group: \_\_\_\_\_

Date: \_\_\_\_\_