

Basic Medical Terminology I (General Medicine + Dentistry; autumn term 2016)
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) – overviews of grammar, exercises, vocab
- 2) Teachers' own materials (e.g. handouts, 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	Methods of evaluation
1st partial test	app. in the 6th week 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)	70%	<p>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 there are no resits of partial tests. 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.</p> <p>Considering 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.</p>
2nd partial test	app. in the 9th week 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)	70%	
Credit test	app. in the 14th week of WS (the exact date will be specified at least one week before the test)	Nouns of the 4 th and 5 th declensions, adjectives of the 3 rd declension and complex testing of the curriculum (unit 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	

RULES

1. All students are sitting ALL their tests in his/her group only.
2. No way of cheating will be tolerated! If a student is caught cheating at a test, he/she automatically fails and further consequences will be drawn from his/her behaviour.
3. There will be no classes during the "Dissection week" (November 21st-25th, 2016).
4. Students can sit the credit test in the 14th week (December 19th-23rd, 2016) or during the 15th week of the semester (January 2nd-6th, 2017), there will be **no exceptions** whatsoever.
3. Resits of the credit test will take place only during the exam period, i. e. January 9th – February 17th, 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 **are final**, NO OTHER DATES WILL BE ADDED AFTERWARDS.

ACCESS TO THE RESULTS OF PARTIAL TESTS AND CREDIT TEST

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

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 tolerate **one unexcused absence only**; all further absences have to be properly excused **via 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 max. **TWO TIMES per semester**; the substitution is possible **only in the same week** when he/she missed the class.
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 AVAILABLE IN THE IS.

Student's signature and group: _____

Date: _____