

Basic Medical Terminology I (AT 2019)

Course requirements and rules

STUDY MATERIALS

- 1) Study materials (handouts, presentations) available in the IS. These materials form an integral part of the course syllabus, containing exercises and explanations to the grammar covered in the classes.
- 2) Prucklová, R. – Severová, M.: *Introduction to Latin and Greek Terminology in Medicine*. Praha: KLP, 2016 (Units 1-7).

TESTING

TESTS	TEST DATES	TESTED GRAMMAR	PASS LIMIT	METHODS OF EVALUATION
Progress test 1	around the 6th week of the autumn term (exact date will be specified at least one week beforehand)	nouns and adjectives of the 1 st and 2 nd declensions (Units 1-3)	70%	Progress tests are designed to help students check their knowledge regularly. In case of failure, student is not losing his/her chance to pass the credit test, therefore, there are no resits of progress tests .
Progress test 2	around the 9th week of the autumn term (exact date will be specified at least one week beforehand)	nouns of the 3 rd declension (Units 4-5)	70%	However, each successfully written progress test automatically enhances student's chances to pass the credit test, since the final pass limit is lowered by 5% each time.
Credit test	around the 15th week (exact date will be specified at least two weeks beforehand)	all phenomena covered in the classes (Units 1-7)	60% if successful in both progress tests 65% if successful in one progress test only 70% if not successful in any of the progress tests	Because passing the credit test requires a comprehensive knowledge of all phenomena covered in classes, students are strongly recommended to take progress tests and possibly lower the pass limit for the credit test.

COMMON RULES FOR TESTING

1. No way of cheating is tolerated! If a student is caught cheating at a test, s/he automatically fails and is going to be subject to the consequences according to study regulations.
2. There are no classes during the “dissections week” (Week 13, December 10-14, 2018)
3. The first exam date is obligatory, and it usually takes place in the beginning of January.
4. Each student has the right to resit the exam twice; students choose and register for the resit exam dates in IS. Resits are possible only during the exam period (January 2 – February 12, 2019).
6. The dates and number of resits set by the teacher before the exam period is final, NO OTHER DATES CAN BE ADDED AFTERWARDS.

ACCESS TO THE PROGRESS TESTS AND CREDIT TEST RESULTS

- Results of the tests will be available to students in the Notebook in the IS.
- Test results will be given in percentage together with the pass limit.
- Students can have a look at their tests in his/her teacher’s office only.

ABSENCES AND CLASS SUBSTITUTIONS

1. Absences are electronically registered in the IS. In order to be sure you have been registered as present in the class, please be punctual, students' attendance is always checked immediately after the beginning of the class.
2. Only **one unexcused absence is tolerated**; all further absences have to be properly excused at the Study Department as soon as possible.
3. Unexcused absences are regularly recorded in the Notebook on the IS, and students having more than one unexcused absence cannot sit the credit test.
4. Students can substitute a class in another group **TWICE per term**; the substitution is possible **only in the same week** when he/she missed a class with his/her own group.
5. Class substitution is not possible during progress tests weeks.

NOTE!

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

THESE INSTRUCTIONS ARE ALSO AVAILABLE IN THE IS.

Written by Natália Gachallová
24/08/2018

Student's name and group number: _____

Signature: _____