

EM II

ANNOUNCEMENTS CONCERNING THE **CV** FINAL EXAMINATIONS in

Microscopic Anatomy and Embryology II.

*Final examinations are held in the Histology computer laboratory on Tuesdays and Thursdays at 13.00
in general (or as appears in neptun)*

REGISTRATION ISSUES (before the examination)

Registration has to be done in Neptun according to the Study and Examination Policy.

- **Registration** is open until 6.00 on the day of the examination. You may deregister from the examination before midnight on the preceding day.
- **Absences** – *no-show* at the semifinal examination reduces the remaining examination possibilities and Students will have to pay a missed examination fee via Neptun. In case of health problems, Students will have to present a doctor's note within 3 working days to be evaluated by the Head of Department. If accepted, the number of the Student's examination possibilities will not be reduced.
- **Technical problems** concerning registration or deregistration via the neptun system are beyond the scope of the Department, Students should seek help from the Neptun group of the Secretariat.
- The Registrar of the English Secretariat is not entitled to register or deregister students with the only exception of using the 4th chance provided by the Dean of the Faculty (i.e. Dean's chance, „golden“ chance).
- The total number of **examination seats** is set (200% of the number of students in a given course), therefore the number of examination seats will not be increased.
- **Retake of a successful examination** - Students unhappy with the result of an otherwise successful examination may apply in writing with the Course Director, to retry the examination. They will be registered by the Course Director in neptun. Please note, that such a retake examination does not necessarily result in a better mark

On the day of the examination

Please leave your bags in a locker and gather in front of the Histology lab 10 minutes before starting time (as seen in Neptun). Please make sure you have the following items on you:

- ID card/student card with a photograph (you may not start the examination without it)
- In case of a retake exam – proof of payment (except for the 1st retake)
- Phones and smart watches have to be stored elsewhere during examinations
- **DRESS CODE – formal (black and white)**

- For safety reasons you may keep your valuables (money, cards, IDs, etc) on you, however „large” items, such as phones (switched off), tablets (switched off) and pencil cases will be collected upon entering the examination room.
- **No chewing gum, no food, no drinks are allowed while on the premises**

PLEASE NOTE

If there is a high number of students attending the examination it is possible that students will have to wait in the hallway until they are called in to sit for the examination.

THE FINAL EXAMINATION IS HELD AS AN ORAL EXAMINATION

- It is held in the Digital Histology Laboratory where Students are given two questions:
 - 1. Description of a digital histological specimen** („slide”) selected from the list of slides studied during the two semesters
 - 2. Embryology or Neuroanatomy topic** (For a concise topic list see the Handbook)
- Students will be provided with an A4 sheet containing the slide number and the Embryology/Neuroanatomy topic to explain.
- Students will be given a short preparatory time (approximately 15 minutes) during which they may take notes and produce drawings
- The oral examination takes place at a digital microscope. Please remember to wear a pair of rubber gloves during the examination.
- Further theoretical questions, other than the identification of the presented specimen may arise, including embryological relevances or important aspects of structure and function. Students may be asked to produce schematic drawings of certain structures as part of the examination.

MARKING SYSTEM

The examination finishes in the Histology Laboratory, where Students are given a mark calculated from all the results of both parts of the examination.

- If one part of an examination results in fail (1), the entire examination is terminated with a fail (1).
- Students failing the examination, may repeat the exam once „free”, every further attempt will be charged for (to be paid for in Neptun).
- Students may request in writing to sit for an **oral theory exam** to replace the written part in case of a **2nd or 3rd retake** examination. A request will have to be sent to the Course Director 48 hours before the examination day.
- **Retake of a successful examination** - students unhappy with the result of the examination may apply in writing with the Course Director, to retry the examination. They will be registered by the Course Director in neptun. ***Please note, that such a retake examination does not necessarily result in a better mark***

We wish you a successful examination period!

A. D. Székely

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