

**EM I.
Macroscopic Anatomy and Embryology I.**

SUBJECT MATTER OF THE SEMESTER

Macroscopy and clinically oriented anatomy of the musculoskeletal system

- osteology
- arthrology
- myology
- vascular and nervous supply of the limbs and the trunk
- muscles, fasciae, vessels and nerves of the head&neck region

Skull (viscerocranium, neurocranium).

General Embryology

Development of the skull, trunk and limbs

ANNOUNCEMENTS

Evaluation is made using a five-grade scale (1-5).

Semester acceptance (i.e. signature): active participation in dissection room lab sessions (including mid-term tests) is obligatory. Students should attend at least 75% of the scheduled hours (including the two midterms) or their semester is not accepted.

Absences are limited in 25%.

Attendance at practical classes is obligatory

Students should present themselves well prepared and on time to start with the dissection work. Attendance is regularly checked and students will have to sign a presence sheet once the teacher has verified their presence.

Students unfit to start the practical class, e.g., arriving later than 5 minutes than the **starting time specified in the time table** will be recorded as „being late“. According to the *Study policy 28. § 12.point 3* such occasions of ("being late") will add up to one **absence recorded on the presence sheet**.

MIDTERM EXAMINATIONS

During the semester, both practical and theoretical knowledge will regularly be evaluated. Attendance (but not a successful passing of the midterm) is obligatory at the two mid-term tests. Students absent from the mid-term tests should reattend at a given timepoint or their semester will not be accepted.

The midterms are held in the dissection room and composed of identification of several structures on the specimen together with theoretical questions related to the subject.

Test I. (oral, obligatory to attend)

Topics: Gross anatomy of the upper and lower limbs together with their girdles
(bones, joints, muscles, fasciae, nerves and vessels)

Date: 7th week (3rd class)

Test II. (oral, obligatory to attend)

Topics: Bones, joints, muscles and fasciae of the trunk, vertebral column, body wall
Neck muscles, cervical fasciae
Bones, spaces and connections of the skull, temporomandibular joint, muscles of mastication, muscles of facial expression

Date: 12th week (3rd class)

Cadaver preparation / dissection work – every student is required to produce a fully dissected specimen during the 1st or the 2nd semester to prove excellence and to be exempted from the dissection part of the final examination. The specimen will be evaluated by a departmental jury during Week 13.

SEMIFINAL EXAMINATION

1st part - **Written** 'e-learning type' pretest (*Macroscopical Anatomy and Embryology questions*)

2nd part - **Practical** (oral) examination including theoretical questions
Gross anatomy of the musculoskeletal system including the skull together with embryological relevances. Identification and full description of the morphological features of body parts including theoretical/developmental relevances.

Topics: Subject matter of the semester

Exemptions - if the average of the two midterm marks is at least 4.00, an exemption is offered from the **oral (dissection) part of the semifinal examination** with the following marks: **good** (4) - if the midterm results are 4+4 or 3+5; **excellent** (5) - if the midterm results are 4+5 or 5+5.

These students only need to take the written part of the semifinal examination.

Please note that only marks from the first, official, attempt are counted in, marks earned at the retake midterm/s (because of absence) are not considered. Furthermore, the result of the first attempt cannot be improved/upgraded by taking a retake midterm.

Students may request an oral examination to replace the written theoretical part for the 2nd or 3rd retakes of the semifinal examination. The request will have to be submitted in writing with the Course Director **within 48 hours of the date of the examination**.

*Students having no, or an unsuccessful, semifinal examination may postpone the semifinal examination to the summer exam period as a **CV exam** in case they have exam possibilities left.*

*In case they want to continue to the 2nd semester they have to submit a request for a **course registration** „without passing the prerequisite”, but in this case **ONE OF THE MIDTERM MARKS will have to be better than a fail (at least a 2)**. Students with two fails from the midterms are not eligible to apply.*

Dr. Andrea D Székely
Associate Professor
Course Director

RULES AND REGULATIONS IN THE DISSECTING ROOM

IT IS STRICTLY FORBIDDEN TO eat, drink, to chew a gum, or to use music devices / phones.

Bags and coats should ALWAYS be left in the lockers PRIOR TO entering the dissecting room.

The lockers will have to be locked using your **OWN padlocks**.

Please, remember to keep your valuables always on you, the department takes no responsibility for lost items.

Students are expected to be prepared for the practical work.

Everybody is supposed to behave in the dissecting room conforming to the spirit of the site.

Loud speech, out-of-place jokes and any kind of behaviour, disregarding the dignity of human corpses, should strictly be avoided.

Students should take care of the equipment of the dissecting room. Do not sit on the dissection tables or stand on the tripod stools to avoid accidents. Fire and work safety regulations should be maintained. The dissection room is a hazard area. Cleanliness and order should be kept.

Working in the dissection room involves the use of sharp and pointed tools, injuries should be reported to the lab instructor. The technical personnel will provide first aid when necessary. The white lab coats should be worn while in the dissection room to protect one's clothing from contacting the cadaver specimen. The department is not responsible for valuables left in the dissecting room.

Only the members of the study group can participate in the sessions, visitors may be present only with prior permission from the lab instructor. Students can leave the sessions only with the approval of the lab instructor.

It is strictly prohibited to make recordings in the dissection room.

Specimen preparations should be wrapped and labeled. Dissection materials of other groups or individuals should not be handled. Dissected cadaver pieces should be discarded in a designated container and discarded blades have to be collected separately.

Students may not stay in the dissecting room without the supervision of one of the assistants of the department. In the absence of an instructor, the technical personnel should ask the students to leave the dissecting room.

FIRE SAFETY PROTOCOL

Please make sure to adhere to the rules of fire safety regulation with full compliance, paying special attention to the following:

1. The use of naked light or smoking is **STRICTLY PROHIBITED** on the premises of the Department, including the building and the yard.
2. In case of fire, a loud fire alarm signal is to ring throughout the building. In case of a fire drill, the building must be left organized, with the guidance of the teacher/instructor of the group, using the exits as quick as possible. Escape routes are posted on every floor.
3. The use of elevators is **STRICTLY PROHIBITED** during a fire drill.
4. Every lecture room has 3 accessible entrances/exits. Students usually enter and leave through the lower single entrance under normal circumstances. When necessary, i.e. in case of fire, the upper 2 doors could also be opened using the keys kept in the fire cassettes next to the doors.
5. All fire cases or signs/ suspicion of a possible fire should be reported to the teacher of the group.
6. No electrical devices should be plugged in a connector different from the designated ones. Only electrical devices in an intact and perfect condition should be used.