

EP_2 RULES AND REGULATIONS

General

Regularity in class attendance, faithfulness and diligence in the fulfillment of all duties are expected of all students. Students are subject to the basic principles of considerate regards of others and all the general disciplinary regulations of the Semmelweis University as well as to the special regulations of the Institute of Translational Medicine.

Buildings of the Institute of Translational Medicine are considered public buildings. Alcoholic beverages are not to be consumed and smoking is not allowed within the premises.

The students have to conform to all the safety rules and guidelines as set forth by the Institute of Translational Medicine and conveyed by their instructors.

Rules and Regulations are subjected to changes during the semester depending on pandemic directives set by the Rector.

GRADING OF PERFORMANCE DURING THE SEMESTER

Labs/Seminars

Labs (Practices) are held every uneven week (3x45 min), and students are required to carry out relevant physiological measurements in small (2-3 persons) groups. Practices are obligatory. **Missing 25% of the practice time (7 hours practice time) results in denial of admission to the semifinal or final exam.** A retake opportunity is provided for the students to make up for missed practices at the end of the semester. Students are required to take a **lab exam** at the end of the semester. Only those students can be admitted to the lab exam who completed at least 5 lab practices. On the lab exam students must perform a randomly chosen lab practice for evaluation.

Seminars are held every even week (1x45 min) and are for discussion of ongoing new lecture material. Also, the theoretical knowledge of the students is tested systematically in a written form on the seminars. Students are required to take 6 written exams in each semester. Passing level is 50% of the maximum points. Absence from a seminar yields grade 1 (fail) for that week. In case a specific seminar falls on a holiday, than the test of that week is made up on the following week. The worst grade of the 6 seminar tests is omitted from the calculation of the **Consultation Grade**. Students are required to write at least 4 seminar tests, and achieve **at least the one decimal average of 2.0** on these tests to become eligible for the semifinal or final exam.

The form of the written test can be quiz or multiple-choice type questions. Tests are evaluated on a 1 to 5 scale according to the table below:

<u>Performance</u>	<u>Grade</u>
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0 – 49,99%	Fail	(1)
50 – 69,99%	Pass	(2)
70 – 79,99%	Fair	(3)
80 – 89,99%	Good	(4)
90 – 100%	Honor	(5)

Based on the results of the seminar tests (Consultation Grade) and the lab exam students get a Lab Work Grade at the end of the semester.

Grading of Lab Work

The worst grade of the 6 seminar tests is omitted from the calculation of the Consultation Grade. The results of the remaining 5 tests are averaged to yield the **Consultation Grade**, which must be **at least the one decimal average of 2.0** to get the signature for the semester and become eligible for the semifinal or final exam.

Students are also required to take a **lab exam** at the end of the semester. Only those students can be admitted to the lab exam who completed at least 5 lab practices.

Based on the Consultation Grade and the result of the lab exam students get a Lab Work Grade at the end of the semester. The **Lab Work Grade** is calculated by averaging the Consultation Grade and the result of the lab exam (50-50%). The Lab Work Grade is administered into Neptun.

Further requirements of the signature at the end of the semester is to participate on at least 75% of the practices.

EXAMINATIONS

Exams in Medical Physiology are organized according to the following rules:

Fall Semester

The overall result of the **Semifinal Examination** is based on the written Theoretical Semifinal Exam (90 multiple-choice type questions).

Three individual sets of questions (30 questions each) will be compiled for each exam, containing separate chapters of physiology. **Students are required to pass each of these sets to pass the semifinal exam (i.e. a minimum of 50 % level – 15 points – for the individual sets).** The semifinal grade will be computed by summing up the score of each set.

Evaluation:		
Score	Grade	
0 – 45	Fail	(1)
46 – 53	Pass	(2)
54 – 62	Fair	(3)
63 – 71	Good	(4)

72 – 90

Honor (5)

Examination may be retaken 3 days the earliest after the failed exam.

Spring Semester

The overall result of the **Final Examination** is based on the written Theoretical Final Exam (90 multiple-choice type questions).

Three individual sets of questions (30 questions each) will be compiled for each exam, containing separate chapters of physiology. **Students are required to pass each of these sets to pass the final exam (i.e. a minimum of 50 % level – 15 points – for the individual sets.** The final grade will be computed by summing up the score of each set.

Evaluation:

Score	Grade
0 – 45	Fail (1)
46 – 53	Pass (2)
54 – 62	Fair (3)
63 – 71	Good (4)
72 – 90	Honor (5)

Examination may be retaken 3 days the earliest after the failed exam.

COMPETITION

During the last week of the second semester a competition will be held. On the competition students have to answer 40 quiz-type, and two essay-type questions covering the material lectured in both semesters. **Both of the Lab Work Grades must be at least 3 to become eligible for the competition.**

TERMS OF ADMISSION TO SEMIFINAL AND FINAL EXAMS

The Consultation Grade in each semester needs to be at least 2.0 (one decimal average) to qualify for admission to the Semifinal and Final Exams in Medical Physiology.

IT IS OF UTMOST IMPORTANCE FOR THE STUDENTS TO NOTE, THAT INSUFFICIENT PERFORMANCE IN LAB WORK DURING THE RESPECTIVE SEMESTER RESULTS IN DENIAL OF ADMISSION TO THE SEMIFINAL OR FINAL EXAM AND CONSEQUENTLY LOOSING THE WHOLE SEMESTER.

RULES OF REGISTRATION FOR THE SEMI-FINAL AND FINAL EXAMS

Detailed information on the physiological course is available at the website of the Institute: (<https://semmelweis.hu/transzlacios-medicina/en/home/>).

Registration for the semifinal and final examination and postponement of an exam can be carried out via the **Neptun** system of the University.

PLEASE, NOTE! THOSE WHO FAIL TO SHOW UP AT THE BOOKED EXAM WILL BE REPORTED AS ABSENT TO THE DEAN AND THE AVAILABLE NUMBER OF EXAMINATIONS WILL BE REDUCED BY ONE. The index book must be presented at the start of the exam. Students absent from an exam due to sickness should present a note from doctor's office within three days after the examination to cancel out the absence.

For more information on general rules of examinations, please consult the Calendar.

CONDUCT DURING MIDTERMS AND EXAMS

To carry out the exams in an orderly manner the following rules will be enforced:

1. The students will be seated randomly in the lecture hall.
2. No electronic devices are allowed in the lecture hall, i.e. cell phones, PDAs, etc., or must be kept in the baggage.
3. Baggage and overcoats should be placed next to the wall of the lecture halls.
4. As soon as the distribution of the test materials starts and during the whole period of exam complete silence must be maintained. Any form of communication is disallowed.
5. Students not complying with these rules will be disqualified immediately.