

RULES AND REGULATIONS APPLICABLE TO STUDENT ACTIVITY

WITHIN THE DEPARTMENT OF HISTOLOGY

1. Lectures:

- The thematic content and bibliography of the courses are available on Teams.
- According to the regulations (Learning and Professional Activity Regulation for Students in Bachelor and Master Programmes – Code: UMFST-REG-15, 21st Edition), attendance at lectures is mandatory at a rate of 50%.

2. Practical activities:

- The practical activities (PAs) take place in the laboratories of our department, which are equipped with worktables, microscopes, practical activity guides, and histological slides for each student.
- Entry into the rooms must be on time and in the presence of the teaching staff; attendance is taken at the beginning of the PA and can be checked at any time during them.
- Students will be assigned to worktables in groups and in alphabetical order at the beginning of each module, and they will keep the same spot throughout the module.
- Students will enter the laboratories only under teaching staff supervision; tardiness will not be excused.
- Students may leave the laboratory only with direct approval from the teaching staff; the break will be taken at the end of the PA.
- For PAs, students must wear white lab coats, name badges, bring notebooks, and colored pencils; the practical work notebook is mandatory (A4 notebook with plain sheets).
- Teaching staff will check and correct the practical notebooks during the PAs and sign them at the end of each PA.
- During PAs, students are not allowed to leave the room without the teacher's permission, and breaks will only be given at the end of the PA; all students will leave the room at the same time.
- Students may **not** recuperate missed labs by attending activities with other groups.

Conducting the PAs:

- The topics for the PAs of the current module will be posted on the Blackboard platform.
- Students are required to write a summary of the proposed topic for the PA of that week (maximum one page); the summaries must be handwritten in the practical work notebook and will be presented and checked at the entrance to the room. Admission to the practical activity is conditional upon presenting this summary.
- The teaching staff will give a brief presentation of the proposed topic.
- During the PA, students will examine histological slides, draw the corresponding histological structures, and write legends for them in the practical work notebook.

3. Students have the right to attend the exam if they meet the following conditions:

- Have no more than **20% of absences** per module at practical activities.
- **Students with more than 20% of absences will not be allowed to attend the practical exam, and therefore nor the theoretical exam.**
- **All absences must be recovered.**
- Recovery for medical reasons, participation at congress, etc. are free of charge, if the students will present a proof of it (approved by university/ student physician).

- Unexcused absences will be subjected to a fee established by the Senate. The fee is to be paid at the University's cashier and one copy of the receipt must be provided to our department.
 - Both types of absences (with a medical reason or unexcused) need to be recovered.
 - Recovery of all PAs absences involves a minimum 2 pages essay from the lecture that has been scheduled during the week of the absence (as it appears in the list of topics for the current module), the summary of the practical activity that has been missed (including drawings) and supplementary questions from the essay and the summary; **all of these are mandatory for the recovery of the absence**; the essay will be hand-written and handed to the teacher in charge in **maximum two weeks** from the absence; after two weeks it will be impossible to recover the absence, therefore it will be impossible to attend the final practical exam.
 - Students who have accumulated **more than 20% absences from the total number of practical activities in the respective module** (justified or unjustified) **are not allowed to take the practical exam, and consequently, cannot participate in the theoretical exam.**
 - **Exceptional situations:**
 - Serious medical issues, participation in inter-university exchange programs: these cases will be discussed within the discipline, and approval for making up the absences will be granted by the head of the department. In the case of exchange programs, the request for approval to make up the absences must be submitted before departure.
- 4. Student examination:**
- Knowledge assessment during the module will take place at the end of each module through a practical exam and a theoretical exam.
 - **The practical exam** for the 2nd and 3rd year general medicine students will be held during the session. The examination form will be O.S.P.E. type (according to the regulations). The conduct of the Histology O.S.P.E., as well as information regarding the student examination sheet and evaluation grid, will be discussed during the practical works.
 - **The theoretical exam:**
 - in order to participate, students must have minimum of 50% attendance at the lectures.
 - in order to pass the final histology exam within the block, students must obtain a minimum grade of 5 on the practical histology exam (O.S.P.E.).
 - will cover the entire material taught in the respective module.
 - will be organised in accordance with the Learning and Professional Activity Regulation for Students in Bachelor and Master Programmes – Code: UMFST-REG-15, 21st Edition.
 - the number of questions will be determined at the dean's level and will apply to all students, regardless of the language of instruction.
 - participation in the theoretical exam is not conditioned by passing the practical exam.
 - **The final grade** will be composed of:
 - **30% - practical exam**
 - **70% - theoretical exam**

All information regarding the course and practical activities topics, the exam schedule, and the discipline regulations will be posted on the discipline's website and on the Blackboard platform. Lack of knowledge of this regulation does not absolve the student from any consequences. The regulation was drafted in accordance with the Learning and Professional Activity Regulation for Students in Bachelor and Master Programmes – Code: UMFST-REG-15, 21st Edition.