

Education and monitoring of the acquired knowledge in "Obstetrics, reproduction, and udder health care"

1. Teaching system

- 1.1. The subjects of this discipline are presented for veterinary students during semesters 7, 8, and 9.
- 1.2. The forms of teaching involve
 - a) **lectures**
 - b) **practicals** (manual diagnostic and therapeutic intervention in obstetrics, furthermore in care of reproduction and udder health; presented / demonstrated for small groups of students, in plenary form, or as farm visits)
 - c) obligatory participation in clinical (specified diagnostic and therapeutic) activities (Clinical card)
 - d) voluntary work in the Union of Science Students
 - e) diploma thesis
- 1.3. Information on the contents of the lectures and practicals can be accessed on the website of the Department in English and Hungarian. The website of the Department also contains the list of recommended literature and the outline of the lectures.
- 1.4. The updated training program of the actual semester is displayed on the
 - a) website as well as
 - b) on the information board of the Department
 - c) program of the given semester is also provided in printed form (hard copy) to the class representatives at the beginning of the semester(There may be slight deviations from the displayed syllabus, but all themes of the semester will be covered.)
- 1.5. Lecturers hand over one sample of the presented materials of the course to the student representative of the class in form of an electronic version or a hard copy, or arrange its uploading onto the website of the Department. Making notes during the lectures or practicals is encouraged, but any voice or video recording, or photos during the lectures or practicals are only allowed with the lecturer's permission. Multiplication or commercial use of audiovisual material is strictly forbidden.

2. Lectures

- 2.1. Lectures are presented by qualified staff lecturers or researchers authorized by the Head of Department.
- 2.2. The participation of students in the lectures is obligatory. According to the regulations of the University, lecturers may control and register the participation of students. **Maximum number of missed lectures per semester** without

justification of absence is limited to **three**, according to the Study and Examination Rules of the University.

- 2.3. Accepted reasons for missing the lectures: **obligatory clinical duty, mobile clinic practical** and absence due to **illness**. The original medical certification has to be provided to the secretary of the Department within 5 days after recovering from the illness.
- 2.4. **Other urgent family events** may be appreciated the same way as an absence due to illness, if the student applies for it in a written form. If it is possible the student needs to apply in advance. The Department evaluates the case individually, and the final decision is made by the Department Head, who may ask for written evidence.
- 2.5. In case of more than three missed lectures, without justification, the semester cannot be accepted. But in case of four unjustified missed lectures, the Department give an opportunity to the students to retake one missed lecture. The student has to write a summary about one of the missed lectures. In case of more than four unjustified missing, the student can not retake the lectures and the semester is not accepted.

3. **Practicals**

- 3.1. Practical are presented by staff lecturers and researchers of the Department and other institutions, clinical veterinarians and PhD students.
- 3.2. The participation of students in the practicals is obligatory.
- 3.3. Conditions to successfully complete the practicals:
 - a) Presence at the start of the practical, as it is scheduled, and active participation during the entire practical.
 - b) Wearing a clean, white coat (preferably white, but other colors are accepted as well. Wearing a protective coat on plenary practicals is also obligatory if the lecturer signals it in advance.)
 - c) Wearing rubber boots (exclusively permitted if farm practicals are scheduled), or disposable plastic footwear during all other practicals in connection with large animals.
 - d) For the large animal practicals the following instrument are needed beside what mentioned in the paragraph c):
 - tenaculum (forceps)
 - needle-holder
 - scalpel
 - scissors
- 3.4. In all practicals monitoring the participation of students is usual and necessary.
 - a) **Participation is controlled** regularly based on the list of students. The names can be rechecked at any time during the practical. If the student is absent at the time of repeated checking, the participation is not acknowledged, even if he or she was present earlier, or his or her name was written on the list

earlier. The teacher has to report the name of the absent student to the secretary of the Department within one day.

- b) In case of **missed practical due to illness, one absence is accepted without obligation to retake the practical**. Students need to **provide a medical certification in this case**.
- c) In case of **missing practicals up to 4 times during the semester due to illness, or other justified reason**, students are required to pass an *oral exam about the practical themes of the whole semester*. This exam is announced in the last week of the term and persons to whom the students have to report to are appointed by the Head of Department. The nominated teacher will decide about the method of questioning (oral/written etc.)
- d) Not taking or failing twice the oral exam mentioned in (c) paragraph means that the semester is not accepted.
- e) **If more practicals are missed than allowed** (see in c paragraph) **these cannot be replaced by an oral exam, and the semester is not accepted** according to the Study and Examination Rules of the Faculty.
- f) The **original medical certification**, about the reason of missing a practical, **has to be provided to the secretary of the Department within 5 days after recovering** from the illness. The secretary attaches the copy of the certification to the registration of absence.
- g) **Other urgent family events** may be appreciated the same way as an absence due to illness, if the student applies for it in a written form. If it is possible the student needs to apply in advance. The Department evaluates the case individually, and the final decision is made by the Department Head, who may ask for written evidence.
- h) In case of absence due to **concurrent obligatory clinical / mobile clinic practical or duty**, the absence of students is accepted.
- i) Students absent because of a reason mentioned in (h) paragraph don't need to bring certification. The participation on mobile clinic/ obligatory duty is controlled by the Department via an online spreadsheet.

3.5. **Students are encouraged to take part** in working on the tasks **actively**.

3.6. **Knowledge** of material from earlier lectures, plenary presentations, and practicals **may also be checked** during practicals.

4. **Obligatory participation in diagnostic and therapeutic activities (Clinical card)**

4.1. To extend the students' practical knowledge, the Department specifies what and how many diagnostic and therapeutic activities the students should take part in (with written documentation).

4.2. These activities include all the fields of subject, as detailed in the *Supplement 1*.

4.3. The obligation may be completed any time, continuously during semesters 7, 8, and 9; including the summer holiday.

4.4. Students may complete it during

- a) the obligatory small and large animal duty system
- b) the farm visits with the “mobile clinic”
- c) voluntary participation in the clinical or scientific work of the small animal clinic, horse clinic, large animal clinic, or the Department
- d) the 4 week practical after the 8th semester, or
- e) anywhere (in Hungary or abroad) while doing voluntary professional activity, but the cases seen in the practicals detailed in Chapter 3 cannot be included.

4.5. The participation is certified on the clinical card (*Supplement 2*).

4.6. The case and the person dealing with/supervising the case should be identifiable later (name of institution/farm, date, name of veterinarian / farmer, number of medical record).

4.7. The veterinarian dealing with/ supervising the case should also **sign and stamp** the card. Missing either the signature or the stamp, the case cannot be accepted.

4.8. Accomplishment of the obligation determined in 4.2. in a well documented way is the precondition of sitting in to take the final exam.

4.9. The Department appreciates the high level, documented accomplishment of the obligation determined in 4.2. and allows the student to attend the correlating part of his/her practical exam. Fulfilling the obligations of each subject on the clinical card will **not give any exemption** from the practical part of the closing exam.

5. Scientific activity by students (Union of Science Students), diploma thesis

5.1. Students are encouraged to take part in these activities.

5.2. The privileges described in the paragraph below are granted to the authors of papers in the field of this discipline if they present their work successfully at the conference of the Students’ Scientific Circle (TDK) not later than during the 7th semester.

After the successful presentation, the student receives an excellent (5) grade and exemption from the exam in the 7th semester, excellent practical grade in the 8th semester, or excellent partial grade and exemption from the written part of the final exam in the 9th semester, and exemption from all written tests after the presentation during all semesters.

5.3. The final form of the diploma thesis can be handed in only with the permission of the supervising teacher. To ensure this, the Department will accept only those works, handed in by the supervising teacher, so the students have to give their thesis to the teacher first, who will pass it to the Department in case of acceptance.

5.4. In other cases, the Department proceeds according to the regulation of the University.

II. Acceptance of semesters

6. The Department accepts the semesters if a student meets the requirements detailed in Chapters 2., 3. and 8.

III. Monitoring of the acquired knowledge. Evaluation of students' achievement.

7. Parts of the monitoring of acquired knowledge and evaluation of the student's achievement are:

- a) Written tests during the 7th and 8th semester (midterm exams)
- b) At the end of the 7th semester: semester-ending exam
- c) At the end of the 8th semester: practical grade
- d) At the end of the 9th semester: final exam.

8. Written tests during the 7th and 8th semesters

- 8.1. To promote continuous studying, the Department has students write midterm test once in semesters 7 and 8.
- 8.2. These midterm tests include all the topics covered in lectures, plenaries, and practicals until the date of the test.
- 8.3. The date of the test and the themes involved are announced at the beginning of the semester.
- 8.4. The Department evaluates the scores achieved in the test as a percentage of the available scores (0 to 100 %). A successful test is the one which is graded **at least 50 %**.
- 8.5. Midterm test is **not required** from students who submitted a paper and presented a lecture about the subject of reproduction at the conference of the Union of Science Students latest in the 7th semester (see Chapter 5.2.)
This privilege to a student is due from the date of the conference to the end of training in the subject.

9. Exam at the end of the 7th semester

- 9.1. At the end of 7th semester (in autumn exam period) a written exam has to be taken on all the materials taught during the semester, including lectures, plenaries, and practicals.
- 9.2. If a student wrote the test successfully ($\geq 50\%$) in the semester, and accomplished the practicals of the given semester, the Department calculates the average, and offers the following grades:
 - $< 50\%$: unsatisfactory (1);
 - 50 to 59 %: satisfactory (2);

- 60 to 69 %: fair (3);
- 70 to 84 %: good (4);
- ≥ 85 %: excellent (5).

9.3. When rounding the grade up or down, the work of the student throughout the semester in practicals can be taken into consideration in both directions.

9.4. Students having exemption from the written tests (see Chapter 8.5) are recommended an excellent (5) grade.

9.5. If a student does not accept the offered grade he or she has the right to take an exam (written test – see 9.1; involving all subjects presented during the semester), but in this case the grade is going to be the result of the exam, whatever it would be.

9.6. If one or both midterm tests are failed (< 50 %), or as a consequence of illness or other justified reason the student did not write the midterm test, he or she has to re-take it. This repeated test will be scheduled for the end of the term, but before the exam period, and will contain all the materials taught until then. In case of absence without leave from the mid-term test or in case of failing the repeated test, the student is obliged to take the same exam described in 9.1. during the exam period (containing all materials taught in the semester, including lectures, plenaries, and practicals). Justification of absence from the mid-term test must be transmitted personally by the student to the Secretariat of the Department.

10. Offered practical grade at the end of the 8th semester

10.1. If a student wrote the mid-term test successfully (≥ 50 %) in the 8th semester the Department calculates the average, and offers a practical grade (details: seen in 9.2. paragraph)

10.2. The work of the student during the practicals may be taken into account, in both ways at rounding the grade up or down.

10.3. Students having exemption from the written test (see Chapter 8.5) are recommended an excellent (5) grade.

10.4. In case of a failed midterm test (< 50 %), or the student does not accept the practical grade offered, or as a consequence of illness or other justified reason the student did not write the midterm test, he or she has to re-take it. This repeated test will be scheduled for the end of the term, but before the exam period, and will contain all the materials taught until then.

10.5. In case of absence without leave from the mid-term test or in case of failing the repeated test, the student is obliged to take the same exam described in 10.1. during the exam period (containing all materials taught in the semester, including lectures plenaries and practicals). Justification of absence from the mid-term test must be transmitted personally by the student to the Secretariat of the Department. This happens in the (summer) exam period, according to the general regulation.

11. Final exam at the end of the 9th semester

11.1. At the end of the 9th semester an oral exam has to be taken on all the materials taught in the 3 semesters in lectures, plenaries, and practicals.

11.2. Preconditions to taking the exam:

- a) Valid, accepted three semesters (see Chapter 6)
- b) Completed obligatory participation in specified diagnostic and therapeutic activities with written documentation (“Clinical card”; see Chapter 4)

11.3. Parts of the final exam

- a) **practical** i) large animal ii) small animal part
- b) **theoretical** exam

11.4. The final grade is based upon the two practical grades and 5 partial grades of the oral exam.

11.5. The oral part may be started only if both practical parts resulted in at least a pass mark (2).

11.6. Practical exam:

11.6.1. The practical exam is an **oral exam**.

11.6.2. The practical exam consists of two parts: the small animal part and the large animal part. The small animal part is held in the Small Animal Clinic, and the large animal part in Üllő.

11.6.3. The exam may include **all the themes** taught during the practicals.

11.6.4. The result of the practical exam is sent to the students via e-mail through the class representative.

11.6.5. There is no possibility to receive exemption from any parts of the practical exams.

11.6.6. Once the practical exam has been successfully completed, there is no need to retake it in case of failure at the theoretical part of the final exam.

11.6.7. Every student must bring his or her Clinical Card to the practical exam, in the absence of it, the student is not allowed to start the exam.

11.6.8. If case the Clinical Card is filled in improperly, the student is not allowed to attend the exam (see Chapter 4.)

11.8. Oral part of the theoretical exam

11.8.1. The oral part of the theoretical exam involves all subjects presented as lectures, plenary demonstrations, and practicals during the 3-semester-long training.

11.8.2. The question catalogue is published both in English and Hungarian at the beginning of the 9th semester on the website of the Department.

11.8.3. The student draws one thesis card consisting of 5 questions.

11.8.4. Answering every question at a satisfactory level is a precondition to pass the final exam.

11.8.5. After drawing a card the student has the right to work on the questions for at least 30 min., but may not demand more time.

11.8.6. The exam takes place in front of a committee of at least 2 people, the asking lecturer must have a scientific degree and at least 10 years of educational or research skills.

In case of any further questions see the general regulations of the Study and Examination Rules of the University.

Budapest, 06th 09. 2018.

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Head of Department

**Obligatory diagnostic and therapeutic activities
Clinical card**

1. Large animals (ruminants, horse, pig)

A. Obligatory basic activities*	At least 6 different interventions are needed among the listed basic activities to attend the practical exam
1. Supervision of normal delivery	
2. Pregnancy check	
- Cattle (real participation)	
- Horse	
3. Rectal palpation of the reproductive organs, including heat detection and diagnostics and treatment of diseases connected with ovarian dysfunction	
- Cattle (real participation)	
- Horse	
4. Treatment of uterus (including treatment of retained placenta and different kinds of endometritis and pyometra)	
- Cattle (real participation)	
- Horse	
5. Diagnostics and treatment of mastitis, dry-off therapy	
- Cattle (real participation)	
6. Artificial insemination	
- Cattle	
- Horse, pig, and/or small ruminants	

B. Further recommended cases: attending at the following operations on large animals (can only be used to supplement, but not substitute basic points)*:
- Cesarean section, fetotomy
- Uterine prolapse, torsion of uterus
- Other help in delivery
- Operations on the udder and the perianal area
- Operative correction of the prolapse of vagina

*Not including the cases seen during the obligatory practicals.

*Supplementary points can be earned in each category in case of surplus cases, but they can not substitute the required basic points themselves.

**Obligatory diagnostic and therapeutic activities
Clinical Card**

2. Companion animals (dog, cat, ferret, rodents)

A. Obligatory basic activities*	At least 5 different interventions are needed among the listed basic activities to attend the practical exam
Supervision of a normal birth (any species is accepted)	
Vaginoscopy, dog	
- For diagnostics of the oestrous cycle - For other purpose	
Ultrasonography of the reproductive organs (any species is accepted)	
- For pregnancy check - For other reason	
Ovariectomy, ovario-hysterectomy (any species is accepted)	
Diagnostics of pyometra in dogs and cats, conservative or operative treatment	
Cesarean section (any species is accepted)	
Care of newborn animals (any species is accepted)	
Mammectomy (any species is accepted)	
Correction of vaginal problems (neoplasm, prolapse) (dog)	
Sperm collection and microscopic examination (dog)	
Artificial insemination (dog)	

* Not including the cases seen in the obligatory practicals

*Supplementary points can be earned in each category in case of surplus cases, but they can not substitute the required basic points themselves.

Clinical card for the documentation and certification of the participation in the specified diagnostic and therapeutic activities

Student's name: _____

I. Large animals (cattle, small ruminants, horse, pig)

Obligatory basic activities (At least **6 different interventions** are needed among the listed **basic activities to attend the practical exam. See Supl.1)**

	Animal		Activity			Veterinarian	
	Species/breed	Identification	Description	Place	Date	Name	Signature/stamp
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3							
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Clinical card for the documentation and certification of the participation in the specified diagnostic and therapeutic activities

Student's name: _____

II: Companion animals (dog, cat, ferret, rodents etc.)

Obligatory basic activities (At least **5 different interventions** are needed among the listed **basic activities to attend the practical exam. See Supl.1)**

	Animal		Activity			Veterinarian	
	Species/breed	Identification	Description	Place	Date	Name	Signature/stamp
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3							
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