

Education and monitoring of the acquired knowledge in "Reproduction and biotechnology"

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** (7.,8.,9. semester)
 - b) **practicals** (only in the 9th semester; manual diagnostic and therapeutic intervention in small animal obstetrics, biotechnological methods demonstrated in plenary form)
 - c) voluntary work in the Union of Science Students
 - d) 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
 - b) on the information board of the Department (L. building, ground-floor)
 - 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 arrange uploading the presented materials onto the website of the Department to the Documents of the course and to the e-learning platform. 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 obligatory if the lecturer signals it in advance.)
- 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) Justified reasons for missing the practicals:
 - **obligatory clinical duty,**
 - **mobile clinic practical,** and
 - absence due to **illness.** Students need to provide a medical certification in this case.

- c) In case of **missed practical: one absence is accepted without obligation to retake the practical.**
- d) Students have to retake the missed practicals, except one per semester. The retake is announced in the last week of the term. The nominated teacher will decide about the method of questioning (oral/written etc.)
- d) Absence from the retake or failing twice means that the semester is not accepted.
- e) **If more than 30% of the practicals are missed, these cannot be replaced by retaking, and the semester is not accepted** according to the Study and Examination Rules of the Faculty.
- f) Illness. 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 duty or mobile clinic**, 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. **Scientific activity by students (Union of Science Students), diploma thesis**

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

4.2. 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.

4.3. 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.

- 4.4. In other cases, the Department proceeds according to the regulation of the University.
- 4.5. Students who would like to make the diploma thesis/ TDK at the Department, have to accept the “Thesis agreement” and with their signature students have to take cognizance it.

II. Acceptance of semesters

5. 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.

6. 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 tests)
- b) At the end of the 7th semester: practical grade
- c) At the end of the 8th semester: practical grade
- d) At the end of the 9th semester: semi-final examination

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

- 7.1. To promote continuous studying, the Department has students write midterm test once in semesters 7 and 8.
- 7.2. These midterm tests include all the topics covered in lectures until the date of the test. The midterm tests will be written online, the students will be inform about the details during the semester.
- 7.3. The date of the test and the themes involved are announced at the beginning of the semester.
- 7.4. 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 %**.
 - < 50 %: unsatisfactory (1);
 - 50 to 59 %: satisfactory (2);
 - 60 to 69 %: fair (3);
 - 70 to 84 %: good (4);
 - ≥85 %: excellent (5).

In case of a failed midterm test (<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

7.5. 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.

8. Offered practical grade at the end of the 7th and 8th semester

8.1. If a student fulfill the requirements in connection with the lectures (see 2.chapter) and write the mid-term test successfully ($\geq 50\%$) in the 7th and the 8th semester the Department offers the grade of the midterm test to practical grade.

8.2. 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.

9. Practical exam and written exam at the end of the 9th semester

9.1. At the end of the 9th semester a written exam has to be taken on all the materials taught in the 3 semesters in lectures and practicals (plenaries). Beside the written exam the students have to take a practical exam on small animal obstetrical topics. The dates of the written and practical exam are independent from each other, those can be done in any order. Students need to pass both exams to get a final grade from the subject.

9.2. The list of the practical exam's topics is given to the students at the beginning of the 3rd semester and will be available on the website as well.

9.3. Preconditions to taking the exam:

- a) Valid, accepted three semesters
- b) Fulfilling the requirements in connection with the lectures and practicals.

9.4. Scores of the written exam:

- < 50 %: unsatisfactory (1);
- 50 to 59 %: satisfactory (2);
- 60 to 69 %: fair (3);
- 70 to 84 %: good (4);
- $\geq 85\%$: excellent (5).

9.5. The final grade is the mean of the grade of the written exam and the grade of the practical exam, but in questionable situation the grade of the written exam is the determinant. For example: written exam- 4, practical exam- 5, mean: 4,5 , the final grade is 4 because of written exam's grade.

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

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