

Latin and Medical Terminology – REQUIREMENTS:

Students are obliged to be **present for each class** for the entire semester (**one absence** being accepted). They are supposed to **participate actively** in seminars which implies their **coming on time** to the seminar, being **sufficiently prepared**, doing homework assigned by the teacher as well as carrying out the topic related tasks in the course of the seminars.

In case of a substitution a student must **ask the head of the department to be given permission to substitute**.

After having been absent a student must **catch up on what he/she missed**.

Only in case they have fulfilled all the required duties, students are allowed to take the final exam consisting of a **written test**.

The test is meant to verify students' knowledge of basic medical terminology, their ability to apply grammatical rules to medical terms and to translate simple diagnoses. It contains the same type of grammatical exercises students know from the seminars. **Using any electronic equipment, talking to other students as well as any other way of cheating in the course of the exam means an immediate disqualification**. Such a student will not be permitted to retake the exam.

To pass successfully the exam, students must have **a minimum score of 66%**.

Students have **3 attempts** to pass the exam.

Students attending the course **in winter semester** have to pass the exam **before the summer holidays**.