Internal Rules

For the IV and V year of study in the Maxillofacial Surgery with Oncology.

Regulations are in force for the academic year 2016/2017.

1. Classes will be held in the form of practical exercises (V year: 30 h.; IV year: 40 h.), lectures (V year: 0 h.; IV year: 5 h.) and seminars (V year: 5 h.; IV year: 5 h.).

2. The aim of the course is to:
   2.1 Introduce to the organization of Maxillofacial Surgery Department
   2.2 Acquire the of ability to examine patient and method of conducting hospital documentation.
   2.3 Learn how to prepare a patient for surgery, and the how the operating theater works.
   2.4 Acquire the skill of differential diagnosis of head and neck patologies diseases, as well as knowledge about the indications for surgical treatment.
   2.5 Acquire the of ability to recognize sudden life-threatening conditions, especially in cases of respiratory and circulatory failure.

3. Students engaged in activities in the Department of Maxillofacial Surgery are obliged to: aesthetic appearance (hair clipped, short lacquer less nails) and clothing (white uniform, medical variable footwear), care for patients, care of entrusted property, punctuality, and preserve personal culture.

4. Students apply rules of the hospital in terms of safety and sanitary-epidemiological regulations.

5. Seminars, classes and lectures are held in the previously specified dates and participation in them is mandatory.

7. It is required to prepare students for seminars and exercises in accordance with the previously mentioned topics and deadlines. Knowledge and preparation for classes can be checked for each class in written or oral form. Unpreparedness to exercise or seminars results in fail outcome classes, the necessity to pass this classes and involves deduction 1 point from the result of the test for current unit.

8. Two latenesses on exercise results in the necessity of making up classes. Making up for the absence of seminars and exercises needs to be held in agreement with the assistant and must be certified in writing.

9. The absence during the seminar and exercises must be justified and made up for as soon as possible (not exceeding 14 days term). Justification of absence is possible only for students with medical certificate or in case of another mishap with an official certificate. Student is obligated to submit copy of the certificate to the assistant within 7 days following the absence. The result of delay in deliverance of the certificate is an unjustified absence.

10. In a semester student is expected to have no more than three justified absences. Absence on 4 or more exercises indisposes student to pass the semester.
11. Final exam includes following topics:

I. Maxillofacial oncology.

II. Odontogenic neoplasms and osteodystrophies.

III. Maxillofacial injuries.

IV. Orthognatic surgery, complex syndromatic and cleft defects.

12. Final tests are held in writing form, for all students together at one time. All information about terms and test results will be available on announcement board in Maxillofacial Surgery Department. In order to be eligible for a test student has to obtain credits from all seminars and practical exercises.

13. In order to pass student has to score 65% correct answers. Any remarks on the questions may be given only during the test in writing. Improvement of positive grades is not foreseen.

14. First retake of failed test takes place in term given by Head of the Department in written form, for all students together at one time. Second retake takes place in term given by Head of Maxillofacial Surgery Department before the end of summer semester (May/June 2017).

15. Student with justified absence during final test does not lose first term. An official note giving the reasons of an absence during any test should be delivered during one week after the date of a test. Unjustified absence during test is regarded as a failed test.

16. In order to be eligible for the final examination a student is expected to pass all the tests.

17. The exam of the Maxillofacial Surgery is performed during the summer semester and includes topics of lectures, seminars and exercises. The exam is conducted in the form of test - 100 questions. To pass the exam student should collect 60% correct answers. One of condition to gain a positive subject grade is to obtain practical skills included in “Clinical skills register” and to have graded assignment.

18. Students are not permitted to bring any unauthorized aids into the examination including electronic devices, which could make the opportunity to contact with others. Possession is punishable under the Edict no. 72/2012 of the PUM College President.

19. The final subject grade is calculated using the formula:

Average grades of final tests: 40%
Grade of the final exam: 60%
The result is rounded to 0.5.

Regulations in force since 1.10. 2015.

Year tutor: lek. stom. Dorota Margula

Head of Department Maxillofacial Surgery: dr hab. n. med. Katarzyna Sporniak- Tutak, prof. PUM