Wewnętrzny regulamin dydaktyczny jednostki
Department's Internal Didactic Regulations

<table>
<thead>
<tr>
<th>obowiązujący w roku akademickim (valid in academic year)</th>
<th>2017/2018</th>
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</thead>
<tbody>
<tr>
<td>pełna nazwa jednostki (full name of the Department)</td>
<td>Chair and Department of Dental Prosthetics</td>
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<td>adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w</td>
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<tr>
<td>rok studiów (year of studies)</td>
<td>Faculty of Dentistry</td>
</tr>
<tr>
<td>nazwa przedmiotu/przedmiotów (course/subject title)</td>
<td>III, IV, V</td>
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<tr>
<td>Dental Prosthetics</td>
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§1
Sposób prowadzenia zajęć
Teaching Methods

1. Didactic activities in Department of Dental Prosthetics have form of:
   - lectures
   - seminars
   - clinical classes
   - laboratory classes

§2
Sposób i formy wyrównywania zaległości, w tym odrabiania zajęć na skutek nieobecności
Mode and forms of compensation of missed activities

1. Absence from activities can only be excused in based on:
   - medical certificate (in case of health problems);
   - official certificate;
- documented accidents;
- dean’s certificate;

2. Three unsolicited absences are considered a basis not to give credit for a semester. Leaving the clinical exercise without informing an assistant will be considered as an unsolicited absence, thus resulting in working these exercise out. Three being-late’s are considered as one absence.

3. Any other solicited absence can be worked out in 2 weeks with another group of students, after agreeing it with an assistant.

4. Presence during all types of activities (clinical exercises, seminars, lectures) is mandatory. Unsolicited absence in 3 or more of activities results in:
- During 5th Year: not giving a credit and allowance to pass the exam without former knowledge check concerning missed activities
- During 3th and 4th Year: passing an additional knowledge-check concerning both missing activities and all the material taught since the very beginning of 3rd Year

5. Dean’s certificate does not require a student to work out an activity in general, however Dean may state otherwise.

6. Solicited absences can be worked out after a date had been determined by a person responsible for the didactics. Attendance during lectures, clinical exercises and seminars is mandatory (according to § 24.1 Pomeranian Medical University in Szczecin’ statute 2014/2015).

§3
Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów
Requirements for course completion in order to sit the credit of exam

1. Credit for activities is given based on:
- attendance on activities;
- performed procedures;
- theoretic knowledge elicited by academic teacher, including theory taught during seminars and lectures;
- in case of failed attempt to pass a seminar (1st term) student is given 2 weeks to do it, with an assistant who led the respective knowledge check (2nd term). If failed to do so, after this 2 weeks’ student is being referred to an English-program Tutor for (3rd) term – this is a knowledge check in presence of a respective assistant, English-program tutor and a Person Responsible for Didactics. 3rd term is considered an issue and both Dean and a Head of the Department are informed.
- after III rd year students are given a credit after positively passing 3rd Year final test.

§4
Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim
Principles of attending classes during the academic year*

1. Students’ liabilities are to:
- be present on each activity, class and seminar and to actively take part in it;
- be punctual;
- maintain an aesthetic appearance: medical shoes and apparel. Jewelry (bracelets, rings,
watches, long necklaces and earrings) must be removed before class, long hair should be clipped, nails cut short;
- assert a proper care for patients;
- care for inducted property;
- be able to communicate with patients in polish

§ 5
Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów
Forms of credits, exams

1. After successfully fulfilling liabilities elaborated in point 3, the final credit for 3rd Year and 4th Year is being granted based upon a test, covering variety of issues adequate to material taught during that year accordingly.

2. One of the mainstays for 5th Year credit is successfully acquiring and mastering practical abilities according to Practical Training Record Book issued individually by Faculty of Medicine and Dentistry.

3. During 5th Year the knowledge will be checked of all the material taught.

4. Final exam score consists of:
- credit for the tutorials
- theoretical part in form of written test or a spoken exam in front of a Head of Department of Dental Prosthetics.
Dental Prosthetics’ theoretical exam include knowledge ranging from activities, seminars, lectures and selected textbooks. A date of a written test is going to be announced three months prior to it. The test lasts for 1 hour and 40 minutes.

§ 6
Warunki zwalniania z niektórych zaliczeń lub egzaminów
Circumstances of exemption from credits or exams

1. Final exam exemption may obtain a student with the score very good (5,0) during the all years of studies (III, IV, V).

§ 7
Warunki dopuszczenia studenta do egzaminu w tzw. przedterminie, o którym mowa w § 32 ust. 8 regulaminu Studiów
Form of admission to the pre-scheduled examination, referred to § 32 point 8 of Rules & Regulations of PMU

1. A student can take a Dental Prosthetics’ final exam anticipatory (‘zero-term’) in spoken form in front of Head of Department of Dental Prosthetics upon relevant academic teachers’ request. Major prerequisite student has to meet to take the final exam that form is at least an above good (4+) score for activities during the 5th Year and at least an above good (4+) score
for activities during the 4th Year, acquiring at least a very good (5) score for practical part and an endorsed presence on 100% of lectures and seminars.

§8
Kryteria oceniania
Assessment criteria

1. Criteria of scoring the final test:
   - it consists of 100 questions;
   - scores and grades accordingly:
     5,0 very good 91-100
     4,5 above good 84-91
     4,0 good 76-83
     3,5 quite good
     68-75 3,0 passing grade 60-67
     2,0 insufficient - less or equal to 59

2. Final score for the final exam is determined according to:
   - in 60 % - outcome for the test
   - in 40 % - outcome for a practical and theoretical part – overall score concerning students activity during seminars and exercises.

3. Repeat exam (2nd term) has a spoken form and is performed according to a date appointed with Head of the Department.

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