

**Teaching regulations of the “University Medicine and Dentistry Final Examination”  
subject for Year Four and Year Five students of the  
Faculty of Medicine and Dentistry  
for the academic year 2020/2021**

**§1**

**Manner of conducting classes**

1. Classes are conducted in the form of real-time on-line videoconferencing via MS Teams. Expected number of sessions in year IV - 14, in year V - 20.
2. Each 43-minute session (2 minutes will be allocated for the end-of-course test) will, with the consent of the students, be recorded by a tutor and then made available on the university's educational platform.
3. Classes are held according to the timetable, in Year *Four* once a week, in Year Five twice a week in the following subject blocks: conservative dentistry with endodontics, prosthetics, periodontics, orthodontics, maxillo-facial surgery, dental surgery and paediatric dentistry in accordance with the topics given by the heads of the units (appendix to the regulations). Student attendance at all classes is compulsory, confirmed by an attendance list taken by the tutor conducting classes.
4. Each unit conducting classes within the scope of the - **University Medicine and Dentistry Final Examination** - subject should appoint a person responsible for coordinating the classes, hereinafter referred to as the Clinical Coordinator. This person will be responsible for organising the classes in a given clinical unit, supervising their proper course, storing and making available the attendance list and documentation of any backlogs of students. The Clinical Coordinator will also be responsible for the timely submission of questions for the subject final test.
5. After the end of classes in a given unit, the Clinical Coordinator of the **University Medicine and Dentistry Final Examination** subject sends immediately to the Chief Subject Coordinator (§6) the attendance lists, which will be the basis for allowing a student to take the subject final test and information on making up any backlogs.
6. The videoconference should be planned on the basis of questions from the **University Medicine and Dentistry Final Examination** question database available on the Medical Examinations Centre (MEC) website and related to the topic of the videoconference. Minor author's modifications of the questions are acceptable.
7. Each videoconference begins with a short introduction to the topic, followed by the presentation and detailed **discussion of** subsequent questions.
8. It is advisable to activate students, e.g. by asking them to answer the presented question themselves, before the question is discussed.
9. At the request of students, 7 days before the scheduled date of the videoconference, the year head may send to the Clinical Coordinator of the unit three questions from the

**University Medicine and Dentistry Final Examination** MEC database (related to the topic of the videoconference) that particularly require clarification.

## §2

### **Making up for missed classes**

1. One absence is allowed during the whole cycle, which must be excused and made up in agreement with the teaching assistant before the final test date.
2. The homework consists of listening to a videoconference recorded and posted on MS Teams, and then completing the content in the form of an oral response or a test. The form and time of the credit is determined by a tutor. Missed classes may be credited up to two times.

## §3

### **Conditions for the admission of students for credit**

1. The student must be present and actively participate in all videoconferences in order to be admitted to the final test.
2. An acceptable one excused absence must be made up.

## §4

### **Conditions and manner of conducting the test**

1. The subject ends with a credit in the form of a one-choice test; in year IV - 28 questions, in year V - 40 questions, 2 questions for each videoconference topic
2. The test is conducted in the MEC or in lecture halls, at a time agreed with students; its organisation is entrusted to the Chief Subject Coordinator for the year.
3. Clinical Coordinators at the beginning of the summer term, but no later than 15 April 2021, must send the questions for the test to the Chief Subject Coordinator.
4. A student who has not passed the first term is entitled to two resit dates, also in the form of a single-choice test.

## §5

### **Grading criteria [Local grades]**

#### **1. Year IV**

A *pass* grade is awarded to a student for correctly answering at least 17 questions (60%).

A *sufficient* grade is awarded for 17 - 19 correct answers,

A *fairly good* grade is awarded for 20-21 correct answers,

A *good* grade is awarded for 22 - 23 correct answers,

An *above good* grade is awarded for 24 - 25 correct answers,

A *very good* grade is awarded for at least 26 correct answers.

YEAR V

A *pass* grade is awarded to a student for correctly answering at least 24 questions (60%).

A *sufficient* grade is awarded for 24 - 27 correct answers,

A *fairly good* grade is awarded for 28-30 correct answers,

A *good* grade is awarded for 31 - 33 correct answers,

An *above good* grade is awarded for 34 - 36 correct answers,

A *very good* grade is awarded for at least 37 correct answers.

§6

**Chief Subject Coordinators**

Year Four coordinator – dr n. med. Maria Andruczyk, MD, Ph.D

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Year Four English Program Coordinator - dr n. med Małgorzata Kozak, MD, Ph.D

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Year Five coordinator - dr n. med Katarzyna Barczak, MD, Ph.D.

[katarzyna.barczak@pum.edu.pl](mailto:katarzyna.barczak@pum.edu.pl)

Year Five English Program Coordinator - dr n. med Małgorzata Tomasik, MD , Ph.D

[margaret@pum.edu.pl](mailto:margaret@pum.edu.pl)

Opinion: positive/negative \*\*

(stamp and signature of the Student Government )

I approve the regulations:

(stamp and signature of the Dean)

\*\* delete as appropriate

Department of Periodontology

I approve the regulations of the “University Medicine and Dentistry Final Examination” subject for  
the academic year 2020/2021 for the academic year 2020/2021:

(stamp of the unit)

(stamp and signature of the head of unit)

Chair and Department of Conservative Dentistry and Endodontics

I approve the regulations of the “University Medicine and Dentistry Final Examination” subject for  
the academic year 2020/2021 for the academic year 2020/2021:

(stamp of the unit)

(stamp and signature of the head of unit)

## Independent Pediatric Dentistry Laboratory

I approve the regulations of the “University Medicine and Dentistry Final Examination” subject for the academic year 2020/2021 for the academic year 2020/2021:

(stamp of the unit)

(stamp and signature of the head of unit)

Department of Maxillo-Facial Surgery

I approve the regulations of the “University Medicine and Dentistry Final Examination” subject for  
the academic year 2020/2021 for the academic year 2020/2021:

(stamp of the unit)

(stamp and signature of the head of unit)

Chair and Department of Prosthodontics

I approve the regulations of the “University Medicine and Dentistry Final Examination” subject for the academic year 2020/2021 for the academic year 2020/2021:

(stamp of the unit)

(stamp and signature of the head of unit)



Department of Oral Surgery

I approve the regulations for the subject entitled University Medicine and Dentistry Final Examination for the academic year 2020/2021 for the academic year 2020/2021:

(stamp of the unit)

(stamp and signature of the head of unit)

Department of Orthodontics

I approve the regulations for the subject entitled University Medicine and Dentistry Final Examination for the academic year 2020/2021 for the academic year 2020/2021:

(stamp of the unit)

(stamp and signature of the head of unit)