**Wewnętrzny regulamin dydaktyczny jednostki**

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| obowiązujący w roku akademickim*valid in academic year* | 2023/2024 |
| pełna nazwa jednostki*full name of the Department* | Chair and Department of Dental Prosthetics  |
| dane jednostki (e-mail, telefon)*(e-mail, phone no.)* | al. Powstańców Wlkp. 72, 70-111 Szczecine-mail: zd.protetyki.stom@pum.edu.pl,tel.:91 466 17 15 |
| kierownik jednostki(stopień/tytuł, imię i nazwisko)Head of the Department(*academic title, name and surname*) | Prof. dr hab. n. med. Ewa Sobolewska  |
| adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce(stopień, imię i nazwisko, e-mail, telefon) | Dr n. med. Małgorzata Kozake-mail: malgorzata.kozak@pum.edu.pltel.:91 466 17 15 |
| kierunek studiów*field of study* | Faculty of Medicine and Dentistry |
| rok studiów*years of studies* | III, IV, V |
| **nazwa przedmiotu/ przedmiotów*****course/subject title*** | **Dental Prosthetics** |

**§1**

**Sposób prowadzenia zajęć**

 ***Teaching methods***

**1.** Didactic activities in Department of Dental Prosthetics have form of:

- lectures

- seminars

- clinical classes

- laboratory classes, typodont classes

- distance learning

**§2**

**Sposób i formy wyrównywania zaległości,** **w tym odrabiania zajęć**

**na skutek nieobecności**

***Mode and forms of compensation of missed activities***

Presence during all types of activities (clinical exercises, seminars, lectures, distance learning) is mandatory.Absence from activities can only be excused in two weeks solely on the basis of:

- medical certificate (in case of health problems)

- official certificate

- documented accidents

- dean’s certificate

2. Leaving the clinical exercise without informing an assistant will be considered as an unsolicited absence, thus resulting in working these exercise out. Three unexcused absences are considered a basis not to give credit for a semester. Three being-late’s up to 15 minutes are considered as one absence. Being-late’s above 15 minutes are considered as one absence and must be worked out.

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

4. Presence at lectures is obligatory. Unexcused absence is equivalent to the necessity to pass the material after agreeing with the lecturer.

**§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 based on:

classes attendance;

distance learning

performed procedures;

theoretical knowledge elicited by academic teacher, including theory taught during seminars, lectures, practical classes;

2. Before the classes there is an oral or written knowledge check. Lack of preparation for the classes results in a negative grade and requires a retake within 2 weeks.

3. Lack of preparation for clinical exercises (unfamiliarity with the procedures performed)

results in failure to complete the exercise with the need to make up the exercise to the end of the semester.

4. The student must have knowledge of a given topic at the seminar, which will be verified by an assistant in the oral and written form. If you fail the seminar, you must pass the material to the seminar assistant within 2 weeks.

After this date, the commission credit in the presence of the assistant professor

year tutor and assistant. Failure to pass the examination board is associated with

repeating the subject. 4. The condition for admission to the test diploma examination is:

- credit by the attending assistant:

• seminars

• exercises

• remote classes - documentation of the required clinical procedures in the student's book of procedures confirmed by the assistant's signature - passing the practical exam

5. The condition of admission to the diploma test exam is:

- credit for tutorials

- remote classes - dental procedures documented in the notebooks and confirmed by the

assistant's signature

 **§4**

**Zasady dopuszczające studenta do poszczególnych zajęć w**
**danym roku akademickim\***

***Principles of attending classes during the academin year \****

**1.**Students are required to:

- be present on each activity, class and seminar and to actively take part in it;

- be punctual;

- maintain an aesthetic appearance: having badges attached to a protective medical apron,

medical shoes and apparel. Jewelry (bracelets, rings, long necklaces) must be removed before class, long hair should be clipped, nails short cut;

- assert a proper care for patients;

- care for inducted property;

2. The student will not be admitted to the classes or will be asked to leave them in the case of an inappropriate behavior contrary to the study regulations or other applicable at the university regulations, behavior that disrupts the conduct of classes, threatens health, life or property, as well as in the case of a lack of personal culture in relation to the teacher or other people participating in the activities;

3. No admission to classes or asking you to leave them in the cases referred to above it is equivalent to absence from classes.

**§5**

**Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów**

***Forms of credits, exams***

1. After fulfilling the criteria listed in **§**3, the final credit of III-rd and IV-th year is based on the single-choice test. The pass rate of the test is 60%. Lack of possitive assessment of passing the test of III-rd and IV-th year from the subject of dental prosthetics is tantamount to failing the subject in the first term. Two retake tests (the first term - the test or in the form of an oral credit, the second term - the commission credit) will be determined after agreeing with the staroste, tutor of the year and the Head of the Department.

2. One of the conditions for obtaining a positive grade from the subject of V-th year is to pass practical skills included in the "Internship Diary”.

3. During V-th year, as part of the seminars in the winter semester, knowledge will be checked in accordance with the seminar topics posted on the bulletin board and website.

4.Exam from the subject consists of:

- practical part

- theoretical part in form of written test

- oral exam in front of a Head of Department of Dental Prosthetics.

Dental Prosthetics’ written exam include knowledge ranging from activities, seminars,

lectures and selected textbooks. The test lasts for 1 hour and 40 minutes and consists of one hundred. The test includes 100 single-choice questions in the subject of dental prosthetics, developed on the basis of recommended textbooks.

First make-up date: oral test or answer, second make-up date: exam before an

examination board.

 5. The practical exam will be held during the last 2 weeks of the didactic period and will

 contain elements of the OSCE exam type. The student is entitled to two retake dates for the practical exam.

6. The oral exam consists of 2 questions from the clinical and laboratory parts and material

science. The student should answer both questions correctly. The exam is taking place at the head of the unit in the presence of the second examiner.

7. According to PUM chancellor regulation during exams or any knowledge checks it is strictly forbidden to possess and use any of electronic devices, especially ones used for communication, data transfer & storage. Disobeying this principle results with immediate removal of the student from the examination room, which is unequivocal with failing note from the subject.

**§6**

**Warunki zwalniania z niektórych zaliczeń lub egzaminów**

***Circumstances of exemption from credits or exam***

1. Exam exemption from the subject of Dental Prosthetics is not provided.

**§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’ 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 in that form is at least an above good (4+) score for activities during all years (3rd,4th,5th), acquiring at least an above good (4+) or a very good (5) score for practical exam and an endorsed presence of lectures and seminars.

**§8**

**Kryteria oceniania**

***Assessment crtiteria***

 1. III rd, IVrd year

The condition of taking the test is passing the classes. The condition for passing the year

 is passing the test. The final grade of the subject is the average of grades from the

 classes, seminar and the test.

2. Criteria of scoring the test of III rd, IVrd year:

 5,0 very good 47-50

 4,5 above good 42-46

 4,0 good 37-41

 3,5 quite good 34-36

 3,0 passing grade 30-33

 3. Criteria for the assessment of the practical exam: passing the mark after all the key

 tasks included in the checklist have been properly completed.

 4. Criteria of scoring the test from the subject:

 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

5. Final score for the exam from the subject is determined according to average

for the practical exam, test and oral exam.

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

 **§9**

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***Additional***

Principles not included in the internal teaching regulations of the department are

 included in the Study Regulations of the Pomeranian Medical University in Szczecin.

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| ……………………………………….…..……pieczątka jednostki | ………..……………………………………pieczątka i podpis Kierownika jednostki |

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|  Opinia: Pozytywna / Negatywna\*\* | Zatwierdzam: |
| ………………………………………………..pieczątka i podpis Samorządu Studentów  | ………………………………………………….pieczątka i podpis Dziekana |

\*jeżeli specyfikacja przedmiotu tego wymaga

\*\*niepotrzebne skreślić