

Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

obowiązujący w roku akademickim <i>valid in academic year</i>	2022/2023
pełna nazwa jednostki <i>full name of the Department</i>	Preclinical Conservative Dentistry and Preclinical Endodontics
dane jednostki (e-mail, telefon) <i>contact to the Department</i> (e-mail, phone no.)	al. Powstańców Wlkp. 72 , bud. V, Szczecin e-mail: fantom@pum.edu.pl tel. sekretariat (091) 466 16 30 tel. (091) 466 18 01, (091) 466 18 02
kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department</i> (academic title, name and surname)	dr n. med. Ewa Marek
adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon) <i>Course coordinator</i> (academic title, name and surname, e-mail, phone no.)	prof. dr hab. n. med. Mariusz Lipski e-mail: fantom@pum.edu.pl tel. sekretariat (091) 466 16 30 tel. (091) 466 18 01, (091) 466 18 02
kierunek studiów <i>field of study</i>	Medicine and dentistry
rok studiów <i>year of studies</i>	IV (semestr VII)
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	MODERN DENTAL THERAPIES

§1
Sposób prowadzenia zajęć
Teaching Methods

1. The classes are conducted in the form of lectures (4 hours), seminars (10 hours) and exercises (32 hours).
2. Presence at the lectures, exercises, and seminars is obligatory.

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

1. Absence at the classes can be excused in case of health problems, confirmed by the physician from the students' out-patient clinic in 2 weeks.
2. Four and more absence at the exercises results in not getting a credit.
3. The student has possibility to make up for the arrears due to absences after prior theoretical preparation of the given exercises in which he was absent, and then to have a credit for the teacher.
4. It is allowed to make up the selected classes in a practical form, in the presence of the assistant conducting the exercises, after prior arrangement. The Head of the Department will indicate activities that require absolute making up.

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

1. For obtaining a credit it is essential to pass the theory and make properly all dentistry procedures.
2. The final credit for the assessment may be taken by persons who have passed all the exercises and have no arrears.

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

1. The student is obliged to prepare theoretically for the exercises based on the materials provided in advance by the assistants conducting the activities.
2. Joining selected practical procedures is possible after passing the theory.
3. It will be possible to pass selected practical exercises during classes on the same subject with another group.
4. The student will not be admitted to the classes in the absence of the necessary clothing required for the classes of a given type (medical uniform/blouse with short or long sleeves, pants, replacement shoes).
5. The student will not be admitted to the classes or will be expelled from them in the event of improper behavior contrary to the study regulations or other regulations in force at the University / hospital / clinic, behavior disrupting the conduct of classes, threatening health, life or property, as well as in the event of a gross failure personal culture in relation to the teacher or other people participating in the classes. Not allowing or asking you to leave the classes is tantamount to being absent from the classes.
6. Being late more than 20 minutes is tantamount to absence from the exercises.
7. Three lates to classes means one absence note without an excuse.
8. Leaving the classes is unacceptable, student will get absence note.

§5

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

1. Final credit with a grade is theoretical; students are informed in advance about the scope of the credit and the subject matter.
2. Final credit and first re-take exam is in the form of a single-choice test (15 questions). Second re-take exam is an essay (5 questions).
3. To pass, you must answer correctly 60% of theoretical questions.
4. Students who have passed the theory and performed all the indicated procedures can take the final exam.

§6

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

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1. It is not expected to be released from credits and exams.

§7

Warunki dopuszczenia studenta do egzaminu w tzw. przedterminie, o którym mowa w § 31 ust. 8 regulaminu Studiów

Form of admission to the pre-scheduled examination, referred to § 31 point 8 of Rules & Regulations of PMU

1. Not applicable.

§8

Kryteria oceniania
Assessment criteria

Final test - the percentage of correctly answer questions to get the right rating:

- 60% -67% - sufficient
68% -75% - pretty good
76% -83% - good
84% -91% - over good
92% -100% - very good

Essay : interest converted into points. The correct answer to the question is 1 point.

- 6 points - sufficient
7 points - pretty good
8 points - good
9 points - over good
10 points - very good

§9

Inne

(jeżeli specyfika przedmiotu wymaga zamieszczenia w regulaminie dodatkowych informacji proszę o zapisanie ich w kolejnych punktach regulaminu)

Additional

if specific nature of the subject requires extra information, please add it as a next points of this Regulations

1. The rules of the course are given before the start of the academic year by hanging on the Department's notice board, and are also discussed by the assistants in the first classes. Also available on the Department's website. Students are familiarized with the principles of occupational safety and the staff and auxiliary staff (IDs). Students participating in the classes

are required to have appropriate clothing (medical uniform, trousers, medical shoes, ID). Hands naked to the elbow, i.e., without a watch, bracelets, or rings. Short nails, hair tied up, without long chains and earrings. The student must have his face shield or protective glasses and a mask.

2. The student is obliged to keep a notebook in paper form, in which he records the performed procedures in the special chart. Electronic documentation is not allowed.
3. During classes, exam the communication with other persons using electronic devices is prohibited (according to Ordinance of the Rector of Pomeranian Medical University, No 71/2012). Any suspicious behaviour noticed during exams, classes or tests will result in removal of the student from the classroom and failing mark and incurring disciplinary liability and disciplinary penalty specified art. 212 of the date 27 July 2005.
4. Social competence is also assessed during the course.

..... pieczętka jednostki <i>stamp of the Department</i> pieczętka i podpis Kierownika jednostki <i>stamp and signature of the Head of the Department</i>
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Opinia: <i>Opinion:</i> Pozytywna / Negatywna** <i>Positive / Negative</i>	Zatwierdzam: <i>Approved by:</i>
..... pieczętka i podpis Samorządu Studentów <i>stamp and signature</i> <i>of Students' Parliament Representative</i> pieczętka i podpis Dziekana <i>stamp and signature of the Dean</i>

*jeżeli specyfikacja przedmiotu tego wymaga (*if the specification of the subject requires*)

**niepotrzebne skreślić (*delete as not appropriate*)