

## Internal Rules and Regulations of

### Department of Conservative Dentistry with Endodontics.

obowiązujący w roku akademickim <i>valid in academic year</i>	<b>2022/2023</b>
pełna nazwa jednostki <i>full name of the Department</i>	Katedra i Zakład Stomatologii Zachowawczej i Endodoncji
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kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (academic title, name and surname)</i>	dr hab. n. med. Ryta Łagocka
adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon) <i>Course coordinator (academic title, name and surname, e-mail, phone no.)</i>	dr n.med. Monika Szmidt-Kądyś <a href="mailto:monika.szmidt@pum.edu.pl">monika.szmidt@pum.edu.pl</a>
kierunek studiów <i>field of study</i>	Faculty of Medicine and Dentistry
rok studiów <i>year of studies</i>	3dr, 4th, 5th
nazwa przedmiotu <i>course name</i>	Conservative Dentistry with Endodontics

## §1

1. All activities are carried out in the practical (clinical classes) and theoretical (seminars, lectures). Schedule of classes and seminar topics are available on the website of the Department.
2. Students are obligated to be present and actively participate in practical and theoretical classes. Assistant conducting the classes has a right to evaluate student's knowledge in oral or written form.
3. Changes in the timetable may be introduced after prior agreement between the representative of the year and subject year supervisor.
4. Clinical classes:
  - Students are working in pairs and perform clinical procedures according to treatment plan standards. The students must consult with the supervising doctor at every stage of the procedure.
  - At the end of the treatment, all performed procedures must be entered into the electronic medical records software and must be confirmed by The Clinical Assistant.
  - In the absence of patients, student perform task indicated by The Clinical Assistant.
  - Before the patient is called into the clinic, the dental chair and workstation has to be prepared and after treatment cleaned.
  - Using cell-phones on clinical class-room is forbidden.

## §2

### **Rules and regulations of the retake and the absence from student's classes**

1. The one and only justification for the absence is a medical note or a dean's note, which must be delivered to the secretary of the Department within 7 days from the time when the purpose of the justification's note took place.
2. Student can retake the classes, during which they were justifiably absent, after establishing a date and form of the classes with a Clinical Assistant. The classes should be retaken within 2 weeks.
3. Lateness over 20 minutes is equal to the absence of classes.
4. Leaving the class arbitrarily is equal to an absence.
5. Student's presence during the course of all the classes is obligatory. Absence without an excuse results in failure of the semester and entire year.
6. During semester student can have maximum of 3 accidental absences (justified). 4 or more absences can result in failure of the semester and the entire year. The final decision is made by the Head of the Department of Conservative Dentistry.
7. Students who didn't fulfill clinical procedures acquired on each year, can have retake. One missing filling or endodontic treatment can be retaken on one clinical classes (3x45min.) of the year.

### §3

#### Conditions of the credits and examination

1. The basis for successfully completing the semester is to obtain credits for clinical and theoretical classes as well as the semester test.
2. Students are allowed to retake a failed seminar twice. Retake has to be taken within 2 didactic weeks, after agreeing on the date of the retake with the teacher providing the seminar.
3. Failure to obtain credit from all forms of checking the aspects of theoretical knowledge in a first term, require a retake within 2 weeks with teacher, who student had classes with.. The Didactic Supervisor or Head of the Department must conduct second retake after establishing the date of the retake.
4. Student must obtain all required credits from the course during a didactic period, according to Ordinance of the Rector of Pomeranian Medical University in Szczecin on the division of the academic year.
5. On III, IV and V year student must perform at least a minimum of required clinical procedures in order to finish the course.

3rd year:

- 6 fillings

4th year:

- 12 fillings and 3 fully performed endodontic treatment\*

5th year:

- 9 fillings and 4 fully performed endodontic treatment\*

\*teeth from different groups: incisors, premolars and molars ( in total for 4 and 5 year at least 10 root canals)

6. In winter semester student is required to perform a minimum of 30% of the clinical procedures.
7. Students who failed year, are obliged to retake an entire academic year and have to repeat all the classes according to the course schedule.
8. To be admitted to the Semester Test student is obliged to obtain a positive results from practical and theoretical classes.
9. To be admitted to the Final Exam Test, student is obliged to obtain satisfactory grade, from practical exam of subject :Conservative Dentistry with Endodontics, performed minimum procedures required on V year and fulfill skills presented in Dziennik Praktyk.

10. In case of receiving by student, unsatisfactory grade of Practical Exam, student cannot participate in Test Exam and it results in failure of entire Diploma Final Exam in first term.

#### §4

##### **Rules and regulations of admitting a student to the particular classes.**

1. The Code of Medical Ethics must be followed by student throughout the whole treatment process as well as the Regulation of Pomeranian Medical University. In case of misbehavior being contrary to general studies regulations, behavior disturbing conducting classes, life-threatening, property-threatening and lack of personal culture and manners to teacher or other persons in the classroom. consequences will be drawn according to §16 of Regulation of Pomeranian Medical University.
2. Exclusion from classes, because of reasons listed above is equal with unjustified absence.
3. At 3<sup>rd</sup> year 2 theoretical tests for all students will be performed.
  - Basic knowledge of materials and procedures performed in Conservative Dentistry. Students, who fail the test, can join the clinical classes only as a dental assistance.
  - Modern and new knowledge of materials and procedures performed in Conservative Dentistry. Students who obtain result of  $\geq 76\%$  in first term can perform procedures using new modern materials and techniques.
4. At 4<sup>th</sup> year 2 theoretical tests for all students will be performed.
  - Basic knowledge of materials and procedures performed in Endodontics. Students, who obtain positive result can perform endodontic treatment.
  - Modern and new knowledge of materials and procedures performed in Endodontics. Students who obtain result of  $\geq 76\%$  in first term can perform procedures using new modern materials and techniques.

#### §5

##### **Rules and regulations of the credits and exams**

###### Semester Test

1. Semester Test is based on all seminars, all tests, quizzes and essays carried out during a semester.
2. Retake is also test.
3. Second retake of the Semester Test is an essay that consists of 10 open questions.
4. Failure of Semester Test results of negative grade of semester and lack of possibility to continue knowledge in second semester.

5. Unjustified absence on Semester test, is equal with unsatisfactory (2,0) grade from Semester Test.

#### Diploma Exam (DE)

1. DE consists of Practical Exam, Final Test Exam and Oral Exam. The final grade from the Diploma Exam is an arithmetic average of the grades (marks) obtained by the student in the 3 parts of the exam.

2. An Unsatisfactory grade (failure) in any part of the exam is the basis for an unsatisfactory result and failure of the entire Diploma Exam.

3. Unjustified absence from the Diploma Exam results in failure of the exam.

4. Any change of the date of the exam must be previously agreed between the Representative of the year and the Didactic Supervisor of the Department.

#### 5. Practical Exam:

- Is in the continuous form and it covers all of the classes with clinical procedures, during the 10th semester of the 5th year, when students perform clinical procedures.
- Student is evaluated during the entire course of patient's treatment. All stages of clinical procedures are required to be correctly performed and will be evaluated. The final grade from the Diploma Practical Exam is an arithmetic average obtained by the student from all partial grades received during 10th semester of 5th year, (a minimum of 5 classes).
- In the case of gross deficiencies in theoretical or practical knowledge, student won't be allowed to individually perform any clinical procedures on a patient. The decision is up to a Clinical Assistant.
- Student has a right to report an objection about the exam to the Supervisor of the 5th year and then next to Head of the Department. If objections are not being reported immediately after an observed incident or unclear situation, any subsequent claims will not be accepted and recognized.

#### 6. Test Exam and Oral Exam

- Student is obliged to unassisted work during the exam test.
- Absence on the Final Exam Test result in failing the first term with unsatisfactory grade (2.0).
- Student comes to the exam only with the Identity Card and is obliged to leave all personal belongings e.g. outdoor clothing, bags, backpacks etc. in adequate place. Bringing any kind of item in to the examination room is forbidden.
- Eventual objections should be reported to the Examination Committee immediately after the exam, before leaving the room. After leaving the room objections will not be considered.

7. During Semester Tests and Final Exam Test there is a total prohibition of bringing and using cell phones and/or other electronic devices. In case of not respecting the rules according to the Rector's Regulations § 13.

## §6

### Exam conditions

1. Student, who after III, IV and V year achieved in total an average grade of 4.75 and higher, is exempted from the Test and Oral Exam with a grade of very good (5.0).
2. Student, who obtained a grade of 4.5 and higher from the Final Test Exam, is exempted from Oral Exam with a grade of very good (5.0).
3. Student who is author of publication of Department of Conservative Dentistry with Endodontics or is laureate of STN Conference from Department of Conservative Dentistry with Endodontics, receive 5 additional points to Final Test Exam.

## §7

### Conditions for admitting a student to the „0” term exam, according to § 32, directive 8 of Regulations of the Study.

1. Student, who after III, IV and V year achieved in total an average grade of 4.4 to 4.74, can take the Exam in 0 term (pre-term) after establishment the date with examiner.

## §8

### Evaluation criteria

#### Clinical classes

All patients treated by students during clinical classes must be fully examined and prophylactic- treatment plan should be established. These procedures must be placed in patient's electronic documentation chart. Student is evaluated during the entire course of patient's treatment. All stages of clinical procedures are required to be correctly performed. Teacher can give negative evaluation of the procedure, if it was incorrectly performed and without suitable theoretical knowledge.

The final grade obtained at the end of the year depends on amount of performed following procedures.

#### **3<sup>ed</sup> year minimum 6 fillings:**

- 6 fillings – satisfactory
- 7 fillings – fairly good
- 8 fillings – good
- 9 fillings – more than good
- 10 fillings and more – very good

#### **4<sup>th</sup> year minimum 12 fillings and 3 fully performed endodontic treatment.**

- |                              |                          |
|------------------------------|--------------------------|
| 12 fillings – satisfactory   | 3 canals-satisfactory    |
| 13 fillings – fairly good    | 4 canals -fairly good    |
| 14 fillings – good           | 5 canals- good           |
| 15 fillings – more than good | 6 canals- more than good |

16 fillings and more – very good      7 canals and more – very good

**5<sup>th</sup> year minimum 9 fillings and 4 fully performed endodontic treatment\***

9 fillings – satisfactory	4 canals-satisfactory
10 fillings – fairly good	5 canals -fairly good
11 fillings – good	6 canals- good
12 fillings – more than good	7 canals- more than good
13 fillings and more – very good	8 canals and more – very good

\* teeth from different groups: incisors, premolars and molars ( in total for year 4 and 5 no less than 10 root canals)

The final grade of practical skills achieved by student during each year is an arithmetic average of all performed fillings and endodontic treatments according to following scale rate:

very good (5)	5.0 – 4.85
more than good (4+)	4.84 – 4.45
good (4)	4.44 – 3.85
fairly good (3+)	3.84 – 3.45
satisfactory (3)	3.44 – 3.00
unsatisfactory (2)	2.99 – 0.00

**Theoretical knowledge**

The final semester grade in theoretical knowledge is an arithmetic average of grades received from all the quizzes, theoretical essays, tests and seminars, according to following scale rate.

very good (5)	5.00 – 4.85
more than good (4+)	4.84 – 4.45
good (4)	4.44 – 3.85
fairly good (3+)	3.84 – 3.45
satisfactory (3)	3.44 – 3.00
unsatisfactory (2)	2.99 – 0.00

**2. Semester test**

- 60% correct answers are required to achieve a positive result of Semester Test.
- First retake is a test. 60% correct answers are required to achieve positive result.
- Second retake of the semester test is an essay that consists of 10 open questions. Correct answer to the question is considered to be positive result. 6 correct answers are required to achieve a positive result, according to following scale rate:

10 questions – very good
9 questions – more than good
8 questions – good
7 questions – fairly good
6 questions – satisfactory

### 3. Exam

#### Practical Exam

During practical exam all stages of clinical procedures and theoretical knowledge will be assessed. The final grade from the Diploma Practical Exam is an arithmetic average grade obtained by the student from all practical classes during 10th semester of 5th year (a minimum of 5 classes), according to following scale rate:

very good (5)	5.0 – 4.85
more than good (4+)	4.84 – 4.45
good (4)	4.44 – 3.85
fairly good (3+)	3.84 – 3.45
satisfactory (3)	3.44 – 3.00
unsatisfactory (2)	2.99 – 0.00

#### Test Exam

- 60% correct answers are required to obtain a satisfactory result.
- First retake is test. The pass mark for the retake exam is 60%.
- Second retake is Oral Exam. Student randomly chose set of 5 questions and answer for 3 questions, chosen by the student. Response to question is considered correct, when student receive positive grade. Final grade of exam is a an arithmetic average of the grades (marks) received of each questions. To pass oral exam student must obtain, at least 3,0 (satisfactory) average of grades.

#### Oral Exam

- During oral exam of Conservative Dentistry with Endodontics, student randomly chose set of 2 questions. Response to question is considered correct, when student receive positive grade. Final grade of exam is a an arithmetic average of the grades (marks) received of each questions. To pass oral exam student must obtain, at least 3,0 (satisfactory) average of grades.
- First retake is oral. Student randomly chose set of 3 questions. Response to question is considered correct, when student receive positive grade. Final grade of exam is a an arithmetic average of the grades (marks) received of each questions. To pass oral exam student must obtain, at least 3,0 (satisfactory) average of grades.
- Second retake is oral. Student randomly chose set of 5 questions and answer for 4 questions, chosen by the student. Response to question is considered correct, when student receive positive grade. Final grade of exam is a an arithmetic average of the grades (marks) received of each questions. To pass oral exam student must obtain, at least 3,0 (satisfactory) average of grades.

4. In all theoretical assessment forms and test exam following scale is applied( PUM Regulations §37)

- 1) very good – 5,0 ( $\geq 92$  %),
- 2) more then good – 4,5 ( $\geq 84$  %),
- 3) good – 4,0 ( $\geq 76$  %),
- 4) fairly good – 3,5 ( $\geq 68$ %),
- 5) satisfactory – 3,0 ( $\geq 60$ %),
- 6) unsatisfactory – 2,0 (poniżej 60 %).



<p>.....</p> <p>pieczęćka jednostki</p>	<p>.....</p> <p>podpis i pieczęćka Kierownika jednostki</p>
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<p>Opinia Pozytywna/Negatywna**</p>	<p>Zatwierdzam:</p>
<p>.....</p> <p>pieczęćka i podpis Samorządu studentów</p>	<p>.....</p> <p>podpis i pieczęćka Dziekana</p>

\*jeżeli specyfikacja przedmiotu tego wymaga

\*\*niepotrzebne skreślić

