

**Internal Rules and Regulations of
Department of Conservative Dentistry with Endodontics.**

obowiązujący w roku akademickim <i>valid in academic year</i>	2023/2024
pełna nazwa jednostki <i>full name of the Department</i>	Katedra i Zakład Stomatologii Zachowawczej i Endodoncji
dane jednostki (e-mail, telefon) <i>contact to the Department (e-mail, phone no.)</i>	al. Powstańców Wielkopolskich 72, 70-111 Szczecin tel. 91 466 16 48 zstzach@pum.edu.pl
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>	3ed year - dr n.med. Jolanta Sikorska-Bochińska 4th year - dr n. med. Matylda Trusewicz 5th year - dr n. med. Agnieszka Witek EP dr n.med. Monika Szmidt-Kądys monika.szmidt@pum.edu.pl
kierunek studiów <i>field of study</i>	Faculty of Medicine and Dentistry
rok studiów <i>year of studies</i>	3ed, 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) form. 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 and in advance inform Dział Kształcenia.
4. Clinical classes:
 - Students are working in pairs and perform clinical procedures according to treatment plan standards or student can work alone, when division of students, performed by Dean's office results in such situation.
 - The students must consult with the supervising doctor at every stage of the procedure.
 - At the end of the treatment, all performed procedures must entered into the electronic
 - 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.
5. 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. Three cases of being late less than 15 minutes are equal to one absence. 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 (a medical note or a dean's note) results in failure of the semester and entire year.
6. During semester student can have maximum of 3 justified absences on 3^{ed} year and 4 justified absences on 4th and 5th year. More absences results in failure of the semester and the entire year.

§3

Conditions of the credits and examination

1. The basis for successfully completing the semester is to obtain credits for clinical and theoretical competence, which is obligatory to attempt annual test.
 - 1a. Student, who did not obtain credits for clinical (practical) competence is not allowed to write annual test and must repeat the hole year. Exception: student who miss 1 filling on 3^{ed} year, 1 filling on 4th year or 1 filling on 5th year, but successfully obtained theoretical credits, can take part in one re-take classes (3x45min).
 - 1b. Student, who did not obtain credits for theoretical competence is not allowed to write annual test and must repeat the hole year. Exception: student, who obtained practical competence with grade $\geq 4,0$ and miss 1 theoretical entrance test or 1 seminar test, can write annual test, but 5 points will be subtract from the final score.
2. Student, who obtained all credits from all forms of checking the aspects of theoretical knowledge in both semesters, will receive extra points, to the final score of annual test. Student who obtained from theoretical knowledge average grade of 4,0 will receive 2 extra points, average grade 4,5 will receive 3 points and average grade of 5,0 receive 5 extra points.
3. Student, who obtained practical credits on grade 4,0 will receive 1 extra point, grade 4,5 will receive 2 extra points and 5,0 – 3 extra points to the score of annual test.
4. Successfully completed annual test of 3^{ed} and 4th is obligatory to completed the year.
5. Student who failed year, are obliged to retake an entire academic year and have to repeat all the classes according to the course schedule.

§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 3rd year in winter semester theoretical test (colloquium) for all students will be performed. Basic knowledge of materials and procedures performed in conservative dentistry. Re-take of the colloquium will be performed in 2 weeks after results announcement. First re-take will be in the form of 10 open questions. Second re-take will be performed in 2 weeks after results announcement and have form of 5 open questions. Students, who failed cannot perform invasive (cavity preparation and filling) treatment in winter semester.
4. At 4th year in winter semester theoretical test (colloquium) for all students will be performed. Basic knowledge of materials and procedures performed in endodontics. Re-

take of the colloquium will be performed in 2 weeks after results announcement. First re-take will be in the form of 10 open questions. Second re-take will be performed in 2 weeks after results announcement and have form of 5 open questions. Students, who failed cannot perform endodontic treatment in winter semester.

§5

Rules and regulations of the credits and exams

1. Student, 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 (in winter semester 2 fillings)
 - 4th year- 12 fillings and 3 fully performed endodontic treatment (manual instrument - 3canals)
(in winter semester min. 4 fillings and 1 canal preparation).
 - 5th year:
 - In winter semester 4 fillings and 3 fully performed endodontic treatment
 - In summer semester (Practical Exam) 4 fillings and 2 fully performed endodontic treatment
2. During clinical classes, systematic evaluation of theoretical knowledge is performed. Each entrance test must be passed (fulfilled) on minimum score of 3,0. First re-take is going to take place in 2 didactic weeks from the date, when test was performed after established the date with the doctor (author of the test). First re-take is 5 open questions.
3. During academic year theoretical knowledge in the form of seminars are performed. Each seminar must be passed (fulfilled) on minimum score of 3,0. First re-take is going to take place in 2 didactic weeks from the date, when the seminar took place, after established the date with the doctor conducting the seminar. First re-take is 5 open questions.
4. In case of failure, final chance to fulfill theoretical competence is second re-take. It is written form of open questions of all theoretical (entrance test and seminar) student's failure:
 - 3^{ed} and 4th years – entrance test and seminars
 - 5th seminars of winter semester.
5. Second re-take consists of 5 open questions from each failed entrance test and seminar. Positive result – 3 correct answer must be obtained from each failed entrance test and seminar.

Annual Test

1. Annual test based on all theoretical activities (lectures, seminars, entrance test, colloquium) performed during the whole year. The annual test is in the written form and consists of 50 questions.
2. First re-take is essay consists of 10 open questions. Second re-take is an essay consists of 5 open questions, but on the examiner or student request, can be in the form of commission.
3. Failure of annual test is equal with repetition of whole year.
4. Unjustified absence on annual test results in negative grade (2,0) and lost of term.

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 Head 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 according to suitable theoretical knowledge 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.
 - During Practical Exam student must perform minimum of 4 fillings and 2 fully performed endodontic treatment.
 - 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 winter semester of 5th year achieved in total an average grade of 4.6 and higher, is exempted from the Test and Oral Exam with a grade of very good (5.0). This not apply to students, who obtained the grade in second re-take of any annual test.
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

Student, who after III, IV and in winter semester of 5th year achieved in total an average grade of 4.2 to 4.59, can take the Exam in 0 term (pre-term) after establishment the date with examiner. This not apply to students, who obtained the grade in second re-take of any annual test.

§8 Evaluation criteria

1. 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^{ed} 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

4th 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

5th year winter semester minimum 4 fillings and 3 fully performed endodontic treatment

4 fillings – satisfactory	3 canals-satisfactory
5 fillings – fairly good	4 canals -fairly good
6 fillings – good	5 canals- good
7 fillings – more than good	6 canals- more than good
8 fillings and more – very good	7 canals and more – very good

Summer semester of 5th during Practical Exam student must perform minimum of 4 fillings and 2 fully performed endodontic treatment.

Practical knowledge

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 – 4.6
more than good (4+)	4.59 – 4.2
good (4)	4.19 – 3.80
fairly good (3+)	3.79 – 3.40
satisfactory (3)	3.39 – 3.00
unsatisfactory (2)	2.99 – 0.00

Theoretical knowledge

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

very good (5)	5.00 – 4.6
more than good (4+)	4.59 – 4.2
good (4)	4,19 – 3,8
fairly good (3+)	3.79 – 3.4
satisfactory (3)	3,39 – 2,25
unsatisfactory (2)	2,24-0,00

Final annual grade is an arithmetic average of annual practical grade competence and positive result of annual test. In winter semester of 5th, it's arithmetic average grade of semester practical skills grade and average of seminars grades.

2. Annual test

- 60% correct answers are required to achieve a positive result of Annual Test.
- First retake is a test annual 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

Second re-take of annual test is in the written form of 5 open questions. Correct answer to the question is considered to be positive result. 3 correct answers are required to achieve a positive result, according to following scale rate:

5 questions – 5,0

4 questions - 4,0

3 questions – 3,0.

On the student's or examiner's request, second re-take can be commission exam.

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 according to following scale rate:

very good (5)	5.0 – 4.6
more than good (4+)	4.59 – 4.2
good (4)	4.19 – 3.8
fairly good (3+)	3.79 – 3.4
satisfactory (3)	3.39 – 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 choose 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 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.

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>...</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

