

DEPARTMENT'S INTERNAL DIDACTIC REGULATIONS

Wewnętrzny regulamin dydaktyczny jednostki

obowiązujący w roku akademickim <i>valid in academic year</i>	2023/2024
pełna nazwa jednostki <i>full name of the Department</i>	Independent Laboratory of Peadiatric Dentistry
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kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department</i>	dr n. med. Joanna Manowiec
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>	Lek.dent. Aleksandra Wdowiak tel. +48 91 466 1730, e-mail: zstdz@pum.edu.pl
kierunek studiów <i>field of study</i>	Faculty of Medicine and Dentistry
rok studiów <i>year of studies</i>	III, IV, V
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Paedodontics and Dental Prophylaxis

§1 Sposób prowadzenia zajęć *Teaching Methods*

1. The module content practical classes, seminars and covers lectures.
2. Attendance on practical exercises, seminars and lectures is mandatory.

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

1. Each absence on the practical exercises must be made up with a patient at the presence of the assistant professor after prior arrangement. Each absence on the seminar and the lecture must be made up with the lecturer. The date and time of compensatory meeting requires the lecturer's acceptance
2. During the semester the student may, in random cases (absence justified - medical certificate), leave a maximum of 3 exercises.
4. Having four and more excused absences in a semester fails the semester and the year.
5. Three late arrivals to the seminar/ practical classes equal one absence which must be made up with a patient after prior arrangement.

6. If the student leaves the practical classes without explanation, it will be treated as unexcused absence.
7. Unjustified absence is the basis for failing a semester or a year.

§3

Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów

Requirements for course completion in order to sit the credit of exam

1. The basis which is required to pass the semester and the year is to:
 - a. Passing all the exercises, seminars, colloquia, lectures planned in the Didactic Regulations of the following semester / year.
 - b. Perform number of dental procedures for a given semester / year. Patients admitted by students as part of practical exercises are children and adolescents up to 19 years of age.
 - c. To get the credit for the semester a student is obliged to obtain 50% of the points from the pool of required points for a given year (except the winter semester of the third year). Getting a lower number of points in a semester is the basis for not getting credit of the semester and year. For students who didn't obtain enough points for dental procedures to pass the year, practical exercises will be organized.
 - d. In the winter semester, students of the third year of practical exercises must obtain 30% of the pool of required points for a given year.
2. The final diploma exam consists of:
 - a. practical part
 - b. written part – test
 - c. oral part
3. Students who passed all seminars, lectures and colloquia are admitted to the written part (test) of the final exam.
4. Students who passed the written part and obtained the required number of points for the dental procedures are admitted to the oral part of the exam.

§4

Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim*

*Principles of attending classes during the academic year**

1. Students are expected to prepare for the practical classes, seminars and colloquia . The list of topics for the whole semester is available on the Department's information board and on the Department's website. Each seminar/ practical class may begin with checking student's knowledge from the current topic in written or verbal checking of the message. If the student is not prepared from the theoretical part, he/she will not be allowed to do the practical part with the patient. A student will be able to start the patient's treatment if he/she successfully passes the theory.
2. Students are obliged to carry on patients' medical records according to the Department's requirements (patient's dental chart, student's notebook with the dental procedures, student's procedures chart).
3. Students are obliged to:
 - a. attend and participate in the classes

- b. have esthetic look: medical uniform and footwear, long hair tied together, nails cut short
 - c. treat patients with care and respect
 - d. fill out the patients' medical records carefully. Each procedure must be confirmed by the assistant professor
 - e. handle the department's property with reasonable care
 - f. be punctual
 - g. show good manner.
- 4.** The student will not be admitted to the classes in the following cases:
- a. late for classes exceeding 20 minutes;
 - b. lack of the necessary clothing required for classes of a given type;
- 5.** The student will not be admitted to the classes or will be dismissed 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 lack of personal culture in relation to the teacher or other people participating in the classes. Not admitting to the classes or asking them to leave them in the cases mentioned above is tantamount to the absence from the classes.
- 6.** Final credit students receive on the basis of completed exercises, seminars and the treatment standards and obtained a positive assessment from the tests. The condition for obtaining a positive grade in the subject is to include the skills listed in the Practice Diary.
- 7.** The annual grade in the subject of pediatric dentistry in the III and IV year is the average grade from 4 (2 in the winter semester and 2 in the summer semester) tests in a given year.
- 8.** A student who obtained 100-92% of points on the test receives a very good grade (5,0)
- 91-84% - over good (4.5)
- 83-76% - good (4.0)
- 75-68% - quite good (3.5)
- 67-60% - (3,0)

§5

Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów

Forms of credits, exams

- 1.** During examinations and credit tests students may not use any electronic devices for the distant communication with other persons nor use materials and disapproved by examiners.
In case of confirmed possession of the a/m devices, materials and aids the student will be asked to leave the examination/credit test room and consequently obtain an insufficient grade in the given examination subject or fail credit. Each and every occurrence mentioned in the above item 2 shall result in bringing the case to a disciplinary prosecutor for students.
- 2.** Each written test/ essay (colloquium, seminar) is passed when student obtains 60% of correct answers.
- 3.** Before the colloquium, students must have all the seminars passed (from the part of program which is included to the colloquium).
- 4.** Student who did not complete the seminar and / or practical exercise before the colloquium must pass it:
- a) At the assistant who conducted the seminar or exercise,
 - b) The date and time of it is set by the assistant, at least up to one day before the colloquium,
 - c) In oral or written form.

5. In case of student's unexcused absence on the first given date of the colloquium, it is counted as failing the assessment.
6. If a student does not take a written assessment at the first given date due to unforeseen circumstances (excused absence), the resit's date is counted as his/her first attempt.
7. A student who received an unsatisfactory grade in a test is obliged to correct it. Two correction deadlines are set:
 - a. the first retake colloquium will take place within 3 weeks after the actual test (on a date set by the Department in consultation with the starosta);
 - b. the second resit date for tests from the first and second semester will take place on the date agreed with the starosta of the year
8. Repetitions may be written or verbal.
9. Within seven days from announcing the results and having agreed the time with the assistant lecturer, students have right to inspect their answer sheets.
10. The practical procedures will be evaluated basing on the Rector's Decree No 46/2016 & 5 point 5).

§6

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

1. Students will not be exempted from credits and final exams.

§7

Warunki dopuszczenia studenta do egzaminu w tzw. przedterminie *Form of admission to the pre-scheduled examination*

1. The pre-term examination may be taken by :
 - a) Students who obtained in the course of 3,4,5 years an average grade above 4,0 in theory and passed all tests in first term and demonstrated a very good ability to diagnose, plan treatment and perform therapeutic procedures during practical exercises
 - b) Students who showed extra-curricular activity: took part in active conferences (STN), prepared for publication scientific articles and publications that appeared in scientific journals.
2. The term is set with the examiner.
3. The pre-term exam has an oral form.

§8

Kryteria oceniania *Assessment criteria*

1. The final diploma exam consists of:
 - a. practical part
 - b. written part – test (100 questions)
 - c. oral part

2. The practical exam is conducted in the summer semester during clinical classes. The student is obliged to admit the patient on his/her own, establish a preventive and therapeutic plan and perform a therapeutic treatment. In case of failing grade, the student has the right to a double retake.
3. Not passing one of each part of exam (practical, written or oral part) is the basis for not obtain credit from the final diploma examination.
4. Calculations of final grade of Paedodontics and Dental Prophylaxis take into account:
 - a. the grade from practical exam;
 - b. the test's results;
 - b. the grade from an oral exam.
5. A student who scores 59 and fewer points on the test exam receives an unsatisfactory grade from the written part of the exam.
6. The repetition of the final exam is in written or verbal form. The date and time of it is set by the Head of the Department. The student is entitled to three re-takes exams.

**§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

Year 3

The student of third year is obligated to perform the following procedures in the field of hygiene, oral prophylaxis and caries treatment in children to obtain credit.

1	Patient examination with dental diagram and calculate DMFT/dmft		1 pkt.
2	Oral hygiene indices:	OHI	2 pkt
		API	1 pkt
		PL.I	1pkt
3	Oral hygiene instruction with toothbrushing instruction		1 pkt
4	Caries preventive and treatment plan with caries risk assessment		2 pkt
5	Professional teeth cleaning		1 pkt
6	Topical fluoride application		2 pkt
7	Temporary filling		1 pkt.
8	Fissure sealants:	In the molars	2 pkt
		In the premolars	1 pkt
9	Permanent restorations:	PRR I	2 pkt.
		One-surface filling	2 pkt.
		Two-surface filling	3 pkt.
		Multi-surface filling	4 pkt.
		Deep caries treatment (Additional points are added to the final filling or in two-stage biological treatment when the final filling is postponed).	2 pkt.
For procedures from point 8 a minimum of 4 points should be obtained, and from point 9 - a minimum of 5 points.			
During the whole year a student must obtain 63 points for performing dental procedures and in winter semester - 20 points.			

Year 4

The student of fourth year is obligated to perform the following procedures in the field of hygiene, oral prophylaxis and caries treatment in children to obtain credit.

1	Patient examination with dental diagram and calculate DMFT/dmft		1 pkt.
2	Oral hygiene indices:	OHI	2 pkt.
		API	1 pkt
		PL.I	1pkt
3	Oral hygiene instruction with toothbrushing instruction		1 pkt
4	Caries preventive and treatment plan with caries risk assessment		2 pkt
5	Professional teeth cleaning		1 pkt
6	Topical fluoride application		2pkt
7	Temporary filling		1 pkt.
8	Fissure sealants:	In the molars	2 pkt
		In the premolars	1 pkt
For performing the dental procedures from point 8, student should get 3 points.			
9	Permanent restorations:	PRR I	2 pkt
		One-surface filling	2 pkt.
		Two-surface filling	3 pkt.
		Multi-surface filling	4 pkt.
		Deep caries treatment (Additional points are added to the final filling or in two-stage biological treatment when the final filling is postponed).	2 pkt.
10	Mortal or vital amputation in a milk tooth		3 pkt.
For performing the dental procedures from point 8, 9 and 10, student should get 16 points.			
During the whole year a student must obtain 69 points for performing dental procedures and in winter semester - 34 points.			

Year 5

The student of fifth year is obligated to perform the following procedures in the field of hygiene, oral prophylaxis and caries treatment in children to obtain credit.

1	Patient examination with dental diagram and calculate DMFT/dmft		1 pkt
2	Oral hygiene indices:	OHI	2 pkt
		API	1 pkt
		PL.I	1pkt
3	Oral hygiene instruction with toothbrushing instruction		1 pkt
4	Caries preventive and treatment plan with caries risk assessment		2 pkt
5	Professional teeth cleaning		1 pkt
6	Topical fluoride application		2 pkt
7	Temporary filling		1 pkt
8	Fissure sealants:	In the molars	2 pkt
		In the premolars	1 pkt
9	Permanent restorations:	PRR I	2 pkt
		One-surface filling	2 pkt
		Two-surface filling	3 pkt

		Multi-surface filling	4 pkt
		Deep caries treatment (Additional points are added to the final filling or in two-stage biological treatment when the final filling is postponed).	2 pkt
10	Pulp treatment:	Mortal amputation in milk tooth	3 pkt
		Vital amputation in milk tooth	3 pkt.
		Endodontic treatment in one-root canal permanent tooth	4 pkt
For performing the dental procedures from point 8, 9 and 10, student should get 35 points.			
During the whole year a student must obtain 78 points for performing dental procedures and in winter semester - 39 points.			

ATTENTION: The standards of procedures performed by the student, due to the exceptional epidemiological situation in the country, may change.

<p>.....</p> <p>pieczęćka jednostki <i>stamp of the Department</i></p>	<p>.....</p> <p>pieczęćka i podpis Kierownika jednostki <i>stamp and signature of the Head of the Department</i></p>
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<p>Opinia: <i>Opinion:</i></p> <p style="text-align: center;">Pozytywna / Negatywna** <i>Positive / Negative</i></p>	<p>Zatwierdzam: <i>Approved by:</i></p>
<p>.....</p> <p>pieczęćka i podpis Samorządu Studentów <i>stamp and signature of Students' Parliament Representative</i></p>	<p>.....</p> <p>pieczęćka i podpis Dziekana <i>stamp and signature of the Dean</i></p>

*jeżeli specyfikacja przedmiotu tego wymaga (*if the*