# Wewnętrzny regulamin dydaktyczny jednostki

Department’s Internal Didactic Regulations

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| obowiązujący w roku akademickim  *valid in academic year* | 2023/2024 |
| pełna nazwa jednostki  *full name of the Department* | Department of Orthodontics PMU in Szczecin |
| dane jednostki (e-mail, telefon)  *contact to the Department*  *(e- mail. phone no.)* | kizortod@pum.edu.pl  +48 91 4661702 |
| kierownik jednostki  (stopień/tytuł, imię i nazwisko)  *Head of the Department*  *(academic title, name and surname)* | Prof. dr hab. n. med. Krzysztof Woźniak  orthodontist specialist |
| adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce  (stopień, imię i nazwisko, e-mail, telefon)  *Course coordinator (academic title, name and suname, e-mail, phone no.)* | lek. dent. Jacek Świtała  jacek.switala@pum.edu.pl  +48 91 4661702 |
| kierunek studiów  *field of study* | Dentistry |
| rok studiów  *year of studies* | IV |
| **nazwa przedmiotu/przedmiotów**  *course/subject title* | **Orthodontics** |

**§1**

**Sposób prowadzenia zajęć**

*Teaching Methods*

1. Classes in the subject of Orthodontics in 4th year are held in the winter semester and include 8 hours of lectures in the form of e-learning, 5 hours of seminars and 25 hours of clinical exercises and in the summer semester and include 30 hours of clinical exercises.
2. Students are required to attend and actively participate in practical (exercises) and theoretical (seminars and lectures) classes according to the schedule of classes.
3. Students are required to know theoretical issues according to the current timetable.
4. Passing individual practical (exercises) and theoretical (seminars) classes for oral or written assessment is made by the assistant conducting the classes, with the result recorded in the class record.
5. During seminars and credits, it is forbidden to have electronic devices that allow communication with other people at a distance.

**§2**

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

**na skutek nieobecności**

*Mode and forms of compensation of missed activities*

1. Absence from practical and theoretical classes may be justified only by a medical certificate or, in random cases, by another official certificate. Absences must be excused, made up and passed with another group or on duty of the assistant conducting classes, within 2 weeks of the end of the absence.
2. Three times being late for classes is treated as one absence and requires practical homework.
3. A student during the semester may miss a maximum of 3 classes in random cases. Missing 4 or more classes makes it impossible to pass the semester.

**§3**

**Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów**

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

1. The condition for admitting a student to the final credit is: presence and active participation in all practical (exercises) and theoretical (seminars and lectures) classes or making up for them in the case of excused absence and obtaining credits in individual topics of seminars and exercises.

**§4**

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

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

1. The student is required to theoretically prepare for classes in accordance with the topics of exercises and seminars made available to students in the Department of Orthodontics.
2. The student will not be admitted to classes in the following cases:
3. being late for classes exceeding 20 minutes;
4. lack of necessary clothing required for classes: medical apron with short or long sleeves, changeable footwear.
5. The student will not be admitted to the classes or will be asked to leave the classes in the event of inappropriate behavior contrary to the study regulations or other regulations in force at the University, 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 the relationship to the teacher or other people participating in the classes.
6. Not admitting to the classes or asking them to leave them in the cases mentioned above is tantamount to the absence from the classes.

**§5**

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

*Forms of credits, exams*

1. Passing individual practical (exercises) and theoretical (seminars) classes for oral or written assessment is made by the assistant conducting the classes, with the result recorded in the class record.
2. The student has the right to inspect the written work only in the presence of an assistant within no more than 2 weeks after the announcement of the results of the credit.
3. Obtaining an unsatisfactory grade in passing individual practical and theoretical classes requires passing a positive grade with the assistant teacher within 2 weeks from the date of the class, after agreeing the date with the assistant conducting the classes.
4. In the case of receiving an unsatisfactory grade from partial credits of classes, the student has the right to take a retake credit twice.
5. Classes in the subject of Orthodontics in year IV end with a credit for the assessment.
6. In the case of receiving an unsatisfactory grade in the final course credit, the student has the right to take the final course twice in accordance with §35 of the Study Regulations.
7. The second deadline for the correction may take the form of a commission credit in accordance with §36 of the Study Regulations and the Rector's Ordinance.

**§6**

**Warunki zwalniania z niektórych zaliczeń lub egzaminów**

*Circumstances of exemption from credits or exams*

1. No exemption from credits.

**§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. Not applicable.

**§8**

**Kryteria oceniania**

*Assessment criteria*

1. Classes in the subject of Orthodontics in year IV end with a credit for the assessment.
2. The final pass of the course is written in the form of 10 essay questions in the field of topics including material from exercises, seminars, lectures and knowledge contained in textbooks – a maximum of 10 points. The condition for obtaining a positive assessment is to obtain a minimum of 60% of correct answers – 6 points.
3. The unit uses grades in accordance with the criteria contained in §36 of the Study Regulations.

**§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*

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| ……………………………………….…..……  pieczątka jednostki  *stamp of the Department* | ………..……………………………………  pieczątka i podpis Kierownika jednostki  *stamp and signature of the Head of the Department* |

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| --- | --- |
| Opinia:  *Opinion:*  Pozytywna / Negatywna\*\*  *Positive / Negative* | Zatwierdzam:  *Approved by:* |
| ………………………………………………..  pieczątka i podpis  Samorządu Studentów  *stamp and signature*  *of Students' Parliament Representative* | ………………………………………………….  pieczątka i podpis Dziekana  *stamp and signature of the Dean* |

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

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