# 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* | V |
| **nazwa przedmiotu/przedmiotów**  *course/subject title* | **Orthodontics** |

**§1**

**Sposób prowadzenia zajęć**

*Teaching Methods*

1. Classes in the subject of Orthodontics in 5th year are held in the winter semester and include 14 hours of seminars and 31 hours of clinical exercises and in the summer semester of 45 clinical hours.
2. Students are required to attend and actively participate in practical classes (exercises) and theoretical classes (seminars) 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 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 exercises 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 exam is: presence and active participation in all practical (exercises) and theoretical (seminars) 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 condition for taking practical classes in orthodontics in the winter semester in year V is written completion of the necessary theoretical knowledge at the beginning of the semester. Obtaining an unsatisfactory grade requires passing the passing grade with the assistant teacher within 2 weeks.
2. 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.
3. The student will not be admitted to classes in the following cases:
4. being late for classes exceeding 20 minutes;
5. lack of necessary clothing required for classes: medical apron with short or long sleeves, changeable footwear.
6. 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.
7. 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 assessment is made by the assistant conducting the classes, with the result recorded in the class record.
2. At the beginning of the winter semester, a written pass of the necessary theoretical knowledge ("entry") in the field covering issues in the subject of orthodontics valid for year IV takes place. Obtaining a positive grade from passing is a condition for admitting a student to practical classes.
3. 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.
4. Obtaining an unsatisfactory grade in 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 classes.
5. In the case of receiving an unsatisfactory grade from partial credits of classes, the student has the right to take a retake credit twice.
6. Confirmation of the implementation of clinical teaching in the subject of Orthodontics is obtaining the required entries in the class record.
7. Classes in the subject of Orthodontics in year V end with a diploma exam, which consists of two parts: practical and theoretical.
8. The practical exam takes place during clinical exercises on the basis of a multimedia case presentation.
9. The theoretical exam in orthodontics is a test exam containing 100 questions and covering material from exercises, seminars, lectures and knowledge contained in textbooks. Each task contains 5 possible answers, with only one being correct. The basis for passing the exam with a positive grade is to obtain a minimum of 60% correct answers.
10. Obtaining a negative result from one part of the exam does not disqualify the student from taking another part of the exam.
11. In the case of receiving an unsatisfactory grade on the exam, the student has the right to take the resit exam twice in accordance with §35 of the Study Regulations.
12. The second date of the resit exam may take the form of a commission exam 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. The student has the right to take the exam in the subject of Orthodontics in an oral form, at the request of an assistant, after obtaining a very good grade in classes in year V and a practical exam.

**§8**

**Kryteria oceniania**

*Assessment criteria*

1. Classes in the subject of Orthodontics in year V end with a diploma exam, which consists of 2 parts: theoretical and practical.
2. Scale of marks from the theory test:

Conversion of the number of correct answers to the test exam grading scale:

≥ 60 and < 68 - 3.0 (sufficient)

≥ 68 and < 75 points - 3.5 (quite good)

≥ 75 and < 82 - 4.0 (good)

≥ 82 and < 90 - 4.5 (over good)

≥ 90 points - 5.0 (very good).

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)*