

**INTERNAL STUDY RULES AND REGULATIONS  
AT THE FACULTY OF MEDICINE AND DENTISTRY  
THE DEPARTMENT OF ORTHODONTICS**

Valid in the academic year	2022/2023
Full name of the unit	Department of Orthodontics PMU in Szczecin
Unit data (e-mail, telephone)	kizortod@pum.edu.pl, +48 91 466 17 02
Head of the unit (degree / title, first and last name)	Prof. dr hab. n. med., Krzysztof Woźniak, orthodontist
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Field of study	Faculty of Medicine and Dentistry
Year of study	4 <sup>th</sup> year
<b>Name of the department</b>	<b>Orthodontics</b>

### §1

#### **The way of conducting the classes**

1. Classes in the subject of Orthodontics in the 4<sup>th</sup> year take place in the winter semester in the following forms: 8 hours of lectures, 5 hours of seminars, 25 hours of clinical practical classes and in the summer semester: in the form of 30 hours of practical classes.
2. Students are required to attend and participate actively in practical classes and theoretical classes: seminars and lectures.
3. When seminars and final course tests (getting the credit) are conducted, it is forbidden to have electronic devices that allow distant communication with other people.

### §2

#### **The way and forms of compensating for backlog, including working off the missed classes as a result of absence**

1. Absence from practical and theoretical classes may be excused only by a medical certificate or, in some unexpected cases, by another official certificate. The absences must be excused, made up for and completed with another group or during the duty of the teaching assistant within 2 weeks from the end of the absence.
2. Being late for the exercises three times is treated as one absence and requires practical making up for the classes.

### §3

#### **Conditions and ways to allow students to take final course tests and exams**

1. The final graded assessment of classes is made by the assistant conducting the classes, with the registration of the results.

2. During the semester a student may be absent from maximum of 3 practical classes in any unforeseen circumstances (fortuitous events). Being absent from 4 and more practical classes makes it impossible to pass the semester.
3. In case of failure to get the credit from the practical classes, the re-sit shall take place on the last practical classes in the semester, according to the fixed schedule of granting credits.
4. The student has the right to view the written work only in the presence of the assistant within a period not longer than 2 weeks after the final examination results are announced.
5. In the event of an excused absence, the seminar is passed during the last practical classes in the semester, and it is treated as credited on the date on which the absence occurred.

#### **§4**

##### **Rules admitting a student to specific classes in a given academic year**

1. The student is obliged to theoretically prepare for classes in accordance with the topics of exercises and seminars made available to students at the Department of Orthodontics.
2. The student will not be admitted to the classes in the following cases:
  - a) being late for classes exceeding 20 minutes.
  - b) lack of the necessary clothing required for the classes: medical apron with short or long sleeves, changeable footwear.
3. The student will not be admitted to the classes or will be expelled from them in the event of improper 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.
4. 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**

##### **Conditions and ways of completing the course credits and examinations**

1. Classes in the subject of Orthodontics end with a grade.
2. The basis for completing the course of Orthodontics in the 4th year is:
  - attendance at all lectures
  - active participation in all activities
  - getting a positive assessment of all seminars and exercises
3. Failure to meet any of the conditions described above will result in failure to pass the course.
4. In the event of receiving an unsatisfactory grade, the student has the right to improve the grade twice.

#### **§6**

##### **Conditions for exemption from certain credits or examinations**

1. There is no possibility to get an exemption from getting a credit.

#### **§7**

##### **Conditions to allow the student to take an exam in the so-called pre-term referred to in 31 (8) of the Study Rules and Regulations**

1. In the fourth year there is no exam in the subject of Orthodontics.

## §8

### Assessment criteria

1. The University applies the assessment principles described in §37 of the Study Rules and Regulations of the Pomeranian Medical University in Szczecin.
2. Grading scale for theoretical exam:  
Convert the number of correct answers to the test examination grade scale  
> = 60 and <68 - 3.0 (satisfactory)  
> = 68 and <75 points - 3.5 (quite good)  
> = 75 and <82 - 4.0 (good)  
> = 82 and <90 - 4.5 (more than good)  
> = 90 points - 5.0 (very good)

..... pieczętka jednostki	..... pieczętka i podpis Kierownika jednostki
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Opinia:  Pozytywna / Negatywna**	Zatwierdzam:
..... ..... pieczętka i podpis Samorządu Studentów	..... ..... pieczętka i podpis Dziekana

\*\*niepotrzebne skreślić