

**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
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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	5 th year
Name of the department	Orthodontics

§1

The way of conducting the classes

1. Classes in the subject of Orthodontics in the 4th year take place in the winter semester in the following forms: 8 hours of seminars, 50 hours of clinical practical classes and in the summer semester: in the form of 45 hours of practical classes.
2. Students are required to attend and participate actively in practical classes and theoretical classes: seminars.
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. Any absence in practical and theoretical classes may be excused only by a medical certificate or in any fortuitous event by another official certificate. The excused absences must be worked off and credited with another group or during on-call of the assistant conducting classes, within 2 weeks...
2. Late-coming for the practical classes three times is treated as one absence and it requires to be made up for in practical 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. 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 condition for taking practical classes in orthodontics in the winter semester of the 5th year is a written credit for the necessary theoretical knowledge. Obtaining an unsatisfactory grade requires a pass with a passing grade in the attending assistant within 2 weeks.
2. The student is obliged to prepare theoretically for classes in accordance with the topics of exercises and seminars made available to students at the Department of Orthodontics.
 1. 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;
 2. The student will not be admitted to the classes or will be asked to leave the classes 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.
 3. Not admitting to the classes or asking them to leave the classes 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. The basis for getting a credit in the subject of Orthodontics in 5th year is obtaining credits for the topics of seminars and practical classes as well as an active participation in all practical classes, seminars, and lectures. Failure to meet any of these conditions results in failing to get a credit for a semester or a year.
2. The confirmation of the implementation of clinical teaching in the subject of Orthodontics is obtaining the required entries in the practice book.
3. Classes in the subject of Orthodontics end with a diploma examination, which consists of two parts: practical and theoretical.
4. The practical exam takes place during clinical exercises based on a multimedia presentation of the case. The condition for taking the practical exam is passing the exercises.
5. In the event of an unsatisfactory grade in the examination, the student has the right to pass the re-sit examination twice in accordance with the Study Regulations.
6. The theoretical examination in orthodontics is a test examination consisting of 100 questions and including material from exercises, seminars, lectures, and the knowledge contained in textbooks. Each task has 5 possible answers, only one is correct. The basis for passing the exam with a positive grade is obtaining a minimum of 60% correct answers. The condition for taking the theoretical exam is a positively passed practical exam.

§6

Conditions for exemption from certain credits or examinations

There is no possibility of exemption from credits and examination.

§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. Student has the right to take exam in Orthodontics in special term (oral exam) only on assistant application, after getting grade 5 in practical exam and practical classes

§8

Final Exam

1. The final exam consist practical and theoretical part
2. Practical exam takes place during clinical classes as multimedia case presentation. Student needs to get credit for clinical classes.
3. Theoretical Exam in Orthodontics is test that contains 100 questions of material from seminars, clinical practical classes and lectures. Each contains 5 variants of answer, but only one is correct.
Student needs to get 60% to pass.
4. The final grade makes the result of theoretical exam.

§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)

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<p>Opinia:</p> <p style="text-align: center;">Pozytywna / Negatywna**</p>	<p>Zatwierdzam:</p>
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pieczęć i podpis Samorządu Studentów	pieczęć i podpis Dziekana
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