

Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

obowiązujący w roku akademickim <i>valid in academic year</i>	2023/2024
pełna nazwa jednostki <i>full name of the Department</i>	Department of Periodontology PUM al. Powstańców Wielkopolskich 72, 70-111 Szczecin
dane jednostki (e-mail, telefon) <i>contact to the Department (e-mail, phone no.)</i>	tel. 91 466 17 45 zperio@pum.edu.pl
kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (academic title, name and surname)</i>	dr hab. n. med. Monika Machoy monika.machoy@pum.edu.pl
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>	dr hab. n. med. Małgorzata Mazurek-Mochol, prof. PUM malgorzata.mazurek.mochol@pum.edu.pl
kierunek studiów <i>field of study</i>	Faculty of Medicine and Dentistry
rok studiów <i>year of studies</i>	IV
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Mucous Membrane Diseases

§1

Sposób prowadzenia zajęć

Teaching Methods

1. Classes are conducted in the form of practical classes (clinical exercises) and theoretical classes (seminars, lectures). The schedule of classes along with detailed topics of lectures and seminars is available on the website and information board of the Department.
2. Students are obliged to be present and actively participate in practical and theoretical classes. The teacher has the right to check students' knowledge in written or oral form.
3. Classes are held according to the adopted schedule, and any changes in class dates must be agreed upon by the leader group of the year with the teaching assistant professor of the subject or the Head of the Department.
4. Course of clinical exercises:
 - 4.1. During clinical exercises, the students have tools at their disposal for which, just like for the entire workplace, they are financially responsible.
 - 4.2. Students admit patients in teams of two and perform procedures in accordance with the treatment plan according to the adopted treatment standard. Before calling the patient, the station must be carefully prepared. The student is obliged to consult individual stages of work with the

assistant conducting the exercises. Each stage of work is assessed. In case of problems with theoretical knowledge about the treatment conducted by the student, the assistant may give an unsatisfactory grade for a given stage of work.

4.3. The basis for passing the exercise is examining the patient, carefully completing the patient's card, performing the procedures provided for in the treatment plan and having appropriate theoretical knowledge.

4.4. After completing clinical classes, the student is obliged to enter all procedures performed in the notebook and, after approval by the assistant, in the computer system. The content of annotations in the computer must be confirmed by the teaching assistant.

4.5. If a pair of students does not see the patient, the students, after obtaining the consent of the assistant, may perform preventive treatments on themselves.

§2

Sposób i formy wyrównywania zaległości, w tym odrabiania zajęć na skutek nieobecności

Mode and forms of compensation of missed activities

1. Student attendance at all classes is mandatory. Failure to justify absence from classes will result in failure to obtain a pass in the course.
2. The only justification for absence from classes is a medical certificate or a leave of absence issued by the Dean, which must be delivered to the Department's office within 7 days from the cessation of the reason for which the leave was issued.
3. All excused absences must be made up.
4. Arbitrarily leaving classes is tantamount to absence.
5. Three tardies of up to 20 minutes are equivalent to one absence. Tardies lasting more than 20 minutes will be treated as absence from classes.
6. The student has the opportunity to make up for arrears due to excused absences after prior arrangement of the date and form with the assistant conducting the classes. The exercises must be made up and passed within two weeks of the termination of the reason for which the dismissal was issued.

§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 passing the course is obtaining credit for practical and theoretical classes (seminars, tests, lectures) and a semester test (graded credit).
2. A student who failed the seminar has the right to two resit dates. Revision of a failed seminar takes place within two weeks from the date of the seminar, after agreeing the date with the assistant conducting the seminar.
3. A student who did not pass the theoretical knowledge tests on the first date must pass the material within 2 weeks with the teaching assistant. The second resit date will take place with the course teaching assistant professor after previously arranged.
4. The student must complete the course during the teaching period, within the time limit specified in the regulation of the Rector of the Pomeranian Medical University in Szczecin regarding the division of the academic year.

5. In the fourth year, the student is subject to standards for required procedures.
6. The condition for admitting a student to the semester test is to obtain at least a satisfactory grade in practical and theoretical classes and to perform a minimum of procedures. Failure to meet these conditions will result in not being allowed to take the semester test and losing the first date.
7. The first and second resit dates also take the form of a test. It consists of 60 test tasks. The condition for passing is to provide 60% correct answers.

§4

Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim*

*Principles of attending classes during the academic year**

1. Students are obliged to behave in accordance with the standards of the Code of Medical Ethics and the Study Regulations.
2. Students are obliged to:
 - a. Attendance and active participation in practical and theoretical classes.
 - b. Punctuality.
 - c. Aesthetic appearance: medical clothing (pants and apron); full medical footwear, with the possibility of disinfection; hair tied up.
 - d. Wearing an ID badge with the name, surname and the inscription: student.
 - e. Maintaining good manners towards treated patients and employees of Department of Periodontology and colleagues.
 - f. Care for entrusted property.
 - g. Carefully complete the patient's medical documentation, confirmed by the assistant.
3. During clinical exercises, regular knowledge tests are carried out (test, essay, oral form - the form is determined by the assistant conducting the classes). The condition for allowing a student to see patients is to demonstrate knowledge of: diagnostics, including differential diagnosis, treatment planning, determining the prognosis and how to perform a given procedure by an assistant conducting clinical classes.
4. After each day of classes, the teaching assistant enters the grade for theory and practical classes obtained by the student in the student's periodic achievement card.
5. The student will not be allowed to attend classes in the following cases:
 - a. being late for classes by more than 20 minutes;
 - b. lack of necessary clothing required for classes of a given type in accordance with the specificity of classes conducted within the subject.
6. The student will not be admitted to classes or will be asked to leave them in the event of inappropriate behaviour contrary to the study regulations or other regulations in force at the University, behaviour 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.

Failure to attend classes or being asked to leave them in the cases referred to above is tantamount to absence from classes.

§5

Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów *Forms of credits, exams*

1. Semester credits for the 4th year include material from seminars and lectures conducted in a given semester. The semester pass in a form of test, consists of 60 test questions and includes single-choice tasks. The condition for passing is to provide 60% correct answers.

Resit of the semester test takes place within 2 weeks of the first date. The semester resit test is in writing and also consists of 60 test tasks. The condition for passing is to provide 60% correct answers.

The second resit is an assessment in the presence of the Head of Department and the Assistant.

2. Students are strictly prohibited from possessing electronic devices during tests. Possessing them (in accordance with the order of the Rector of PUM No. 71/2012) is tantamount to being asked to leave the room and receiving an unsatisfactory grade in the subject, incurring disciplinary liability and imposing a disciplinary penalty specified in Art. 212 of the Higher Education Act of 27 July 2005, including possible expulsion from the University. At the teacher's request, the student is obliged to show the place where such a device may be placed (in accordance with the order of the Rector of PUM no. 71/2012 and 72/2012).

§6

Kryteria oceniania *Assessment criteria*

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1. Clinical exercises

All procedures necessary to properly perform the procedure are assessed (partial assessments). The student may receive a grade from very good (5) to unsatisfactory (2), depending on the method and quality of the procedure performed. The final grade for the procedure performed is the average of all partial grades obtained during a given procedure.

The final grade for a given semester is the average of the grades obtained during exercises during which the student works both as a doctor and as an assistant, in accordance with the following grading scale:

- very good (5) 5.00 - 4.85
- above good (4+) 4.84 - 4.45
- good (4) 4.44 - 3.85
- quite good (3+) 3.84 - 3.45
- satisfactory (3) 3.44 - 3.00
- insufficient (2) 2.90 - 0.00

2. Theoretical knowledge

The semester grade for theoretical knowledge is the average of the grades received from the seminar tests, seminar quizzes and the semester pass in accordance with the above grade scale.

3. Pass criteria, grading scale for 60 questions (points):

- insufficient – below 36 points
- satisfactory – 36 - 39 points

- quite good – 40 - 45 points
- good – 46 - 50 points
- above good – 51-55 points
- very good – 56 - 60 points

<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>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 specification of the subject requires*)

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