

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
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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>	V
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Periodontal and 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 group leader 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 to examine the patient, carefully to complete the patient's card, to perform the procedures provided for in the treatment plan and to have 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 to obtain credit for practical and theoretical classes (seminars, tests) and an exam (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 fifth year, the student is subjected to standards for required procedures.

6. The condition for admitting a student to the diploma examination 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. In the 5th year there is an exam which consists of 60 test tasks and single-choice questions. The condition for passing is to provide 60% correct answers.
8. The first and second resit dates of the exam 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 states 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. In the fifth year in the 10th semester, the diploma examination is mandatory for all students and consists of:

- a. Test diploma examination in the field of Periodontal and Mucous Membrane Diseases (60 multiple-choice questions).
- b. Oral diploma examination in the field of Periodontal and Mucous Membrane Diseases.

Obtaining a negative result in one part of the final course examination does not disqualify the student from taking another part of this examination.

Unexcused absence from the exam is equivalent to receiving an unsatisfactory grade.

Any changes to the exam date must be agreed in advance by the group leader of the year and the Head of the Department.

2. Improving the Diploma Examination:

The first date of retaking the exam test in the subjects Periodontal and Mucous Membrane Diseases will take place within 2 weeks from the first date and also consists of 60 test tasks and includes single-choice questions. The condition for passing is to provide 60% correct answers.

The third resit date is a board exam. At the student's request, an observer - a representative of the University's academic community - may participate in the exam before a board/committee for final credit for a course.

A student applying for a board examination/committee final pass for a course is obliged to submit, within 3 business days from the date of announcement of the results of the first make-up examination/penultimate re-sit examination for the final course, an application to the dean for consent to conduct a board examination/committee's final pass for the subject. Failure of the observer referred to in section 2, does not suspend the examination/assessment before the board.

The consequence of failing the board examination/committee passing the final course is the repetition of the year of study or removal from the list of students, subject to §39. 5 of the Study Regulations. Detailed rules for conducting a board exam/committee passing the final course are determined by the Rector fiat.

3. The student is obliged to work independently during the assessment and/or test examination.

Failure to appear for the exam results in the loss of the date and a failing grade in the event of an unexcused absence.

The student shows up for the exam with an ID card, leaving personal belongings in the place designated for this purpose. Bringing any items into the examination room is prohibited.

Objections should be reported immediately after the exam, before leaving the examination room. After leaving the room, any reservations regarding the exam will not be taken into account.

4. Students are strictly prohibited from possessing electronic devices during tests and examinations. 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 seminar credits.

3. Criteria for the diploma examination, 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

4. Board exam: oral, includes answers to 3 questions.

- comprehensive answer to 3 questions – grade above good
- comprehensive answer to 2 questions and partially to 1 – good grade
- comprehensive answer to 1 question and 2 partially - satisfactory grade
- incomplete answer to 3 questions – unsatisfactory grade

..... pieczęć jednostki <i>stamp of the Department</i> pieczęć i podpis Kierownika jednostki <i>stamp and signature of the Head of the Department</i>
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Opinia: <i>Opinion:</i> Pozytywna / Negatywna** <i>Positive / Negative</i>	Zatwierdzam: <i>Approved by:</i>
..... pieczęć i podpis Samorządu Studentów <i>stamp and signature of Students' Parliament Representative</i> pieczęć i podpis Dziekana <i>stamp and signature of the Dean</i>

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

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