

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 Interdisciplinary Dentistry
dane jednostki (e-mail, telefon) <i>contact to the Department (e-mail, phone no.)</i>	E-mail: zstomaog@pum.edu.pl Tel.: 91 466 16 90
kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (academic title, name and surname)</i>	Professor Katarzyna Grocholewicz
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 Luiza Czerniawska-Kliman E-mail: kliman@pum.edu.pl Tel: 91 466 16 90
kierunek studiów <i>field of study</i>	Faculty of Dentistry
rok studiów <i>year of studies</i>	IV, V
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Geriatric dentistry

§1

Sposób prowadzenia zajęć

Teaching Methods

1. Classes in the fourth year of studies are conducted in the form of seminars, classes in the fifth year are conducted in the form of clinical exercises.
2. The Student is required to prepare for a given topic for the seminar classes. The topics of the seminars will be posted on the Department's website before the classes begin. Before classes, there may be a preparation test in the form of an entry pass. Failure to prepare for classes results in a negative grade and requires the completion of the material within 2 weeks with the academic teacher conducting the classes. The topics of the seminars will be posted on the Department's website before the classes begin.
3. Clinical classes consist in admitting patients in the clinical room, in accordance with the principles of ergonomics, by two or three-person teams of Students under the supervision of an academic teacher conducting the classes, as well as planning and conducting comprehensive treatment in accordance with the individual needs of patients.
4. As part of clinical classes, the Student is obliged to plan and fulfilment comprehensive treatment of at least one elderly patient, which includes: preventive treatments and procedures in the field of multidisciplinary dental therapy with the use of modern dental techniques and materials.
 5. The academic teacher has the right to verify the theoretical knowledge obtained during the course of

studies in previous years, either orally or in writing, in the scope of procedures planned to be performed in the patient. If the Student lacks theoretical preparation, he or she may not be allowed to work with the patient.

6. In the fifth year, 3 written short tests are carried out for the assessment of previously agreed topics. Lack of preparation for classes results in a negative grade and requires passing the material within 2 weeks with the academic teacher conducting the classes.
7. The Student is obliged to keep the patient's medical records in accordance with the guidelines in force in the Department of Interdisciplinary Dentistry. It includes a written individual prophylactic and treatment plan for the patient, photographic documentation of treatment progress, additional examinations and systematic records of the procedures performed.
8. The Student is obliged to finish work with the patient 15 minutes before the planned end of the classes, the remaining time should be allocated to enter the performed procedures in the medical documentation and to thoroughly clean the workplace.
9. While staying in the clinical room and seminar room, the Student is obliged to know and follow the health and safety regulations. The Student is obliged to immediately notify the academic teacher of any accidents during classes at the Institution. During the classes, it is not allowed to leave the room without the academic teacher's consent. Unauthorized leaving the room will be treated as an unexcused absence with the necessity to make up.

§2

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

Mode and forms of compensation of missed activities

1. Attendance at all classes is mandatory.
2. A single absence due to important random reasons may be made up for in the form and time agreed with the academic teacher conducting the classes within 2 weeks after resuming the classes.
3. The possibility of making up for absences exceeding 10% of the course hours requires the consent of the Department Head.
4. The Student is obliged to complete the course by September 15 of a given academic year.
5. Absence of more than 30% of class hours results in failure to obtain credit for the subject.
6. A Student who is more than 20 minutes late for classes cannot participate in them. However, it is allowed to participate in classes if the delay was the result of random events. Being late three times constitutes one unexcused absence with the need to make up for them.

§3

Warunki i sposoby dopuszczania studentów do zaliczeń i egzaminów

Requirements for course completion in order to sit the credit of exam

1. Attendance at all seminars or clinical classes and obtain the learning outcomes provided for in the program of the subject (individual assessment of the academic teacher).
2. Passing all the entry passes and tests.
3. Fulfilment of a treatment plan and procedures in the field of prophylaxis and comprehensive dental treatment of at least one patient in accordance with the treatment needs as part of clinical exercises in the academic year.
4. Active work during clinical classes evaluated by the academic teacher.

§4

Zasady dopuszczające studenta do poszczególnych zajęć w danym roku akademickim*

*Principles of attending classes during the academic year**

1. The Student should be prepared for clinical classes in particular in terms of previously planned procedures that he will perform on the patient under the guidance of the academic teacher. In the absence of theoretical preparation, the Student may not be allowed to work with the patient.
2. During clinical classes, the following is obligatory: clean protective clothing, comfortable changeable shoes (with covered fingers), pinned hair, short-cut nails, no artificial nails, removing and securing jewelry (large earrings, rings, bracelets, necklaces) against classes, ID card, use of safety and personal hygiene measures (gloves, masks, goggles or a face helmet). A Student who is not properly uniformed for the classes will not be allowed to participate in the classes.
3. The Student will not be admitted to the classes in the following cases:
 - a) late for classes exceeding 20 minutes
 - b) lack of the necessary clothing for clinical classes
 - c) the Student will not be admitted to the classes or will be withdrawn from them in the event of improper behavior contrary to the study regulations or other regulations in force in the Student /Department, behavior disrupting the conduct of classes, threatening health, life or property, as well as in the event of a gross lack of culture personal in relation to the teacher or other people participating in the classes. Not admitting to the classes or asking them to leave them in the cases mentioned above is synonymous to the absence from the classes

§5

Warunki i sposoby przeprowadzania zaliczeń przedmiotu i egzaminów

Forms of credits, exams

1. The condition for obtaining a credit for the course in the 4th year is:
 - a) attendance at all seminars
 - b) complete all entry passes
 - c) obtaining a positive grade in the final credit in the form of a single-choice test consisting of 30 questions (providing correct answers to at least 60% of the questions). In case of receiving an unsatisfactory grade on the final credit, the Student has the right to retake the final credit twice. The first and second retake credit dates will be set by the Course coordinator. Passing in the first retake term will be carried out in the form of a test, in the second - in the form of an essay. The last retake credit of a course at the request of the Student, examiner or dean may be a commission credit. If the Student has not been allowed to complete the final credit due to failure to complete the course, this is equivalent to losing the deadline. If the Student has not taken the final credit of a course by the established deadline without an excuse, this is equivalent to losing the deadline. The excuse - a medical certificate, a confirmed hospital stay, or a confirmed fortuitous event - should be submitted to the examiner and the dean's office no later than 7 days after the deadline for final credit. If it is considered that the student's failure to report for the final credit of the course is excusable, the Head of the Department of Integrated Dentistry shall set a new date for the credit, not exceeding 10th September of the given academic year, and determine its form. The credit is treated as submitted on the date on which the absence occurred.
2. The condition for obtaining a credit for the course in the 5th year is:
 - a) attendance at classes

- b) passing the theoretical material
 - c) fulfilment the comprehensive treatment of one patient
 - d) obtaining a positive evaluation of clinical work
 - e) an entry in the "Practical training record book"
3. Students are strictly prohibited from possessing electronic devices during passes (in accordance with the Ordinance of the Rector of the Medical University of Warsaw No. 71/2012).

§6

Warunki zwalniania z niektórych zaliczeń lub egzaminów

Circumstances of exemption from credits or exams

1. Not applicable.

§7

Warunki dopuszczenia studenta do egzaminu w tzw. przedterminie, o którym mowa w § 31 ust. 8 regulaminu Studiów

Form of admission to the pre-scheduled examination, referred to § 31 point 8 of Rules & Regulations of PMU

1. Not applicable.

§8

Kryteria oceniania

Assessment criteria

1. The annual grade is the arithmetic mean of the grades obtained in a given academic year.
2. Grading scale:
 - very good - 5.0 ($\geq 92\%$),
 - more than good - 4.5 ($\geq 84\%$),
 - good - 4.0 ($\geq 76\%$),
 - quite good - 3.5 ($\geq 68\%$),
 - satisfactory - 3.0 ($\geq 60\%$),
 - insufficient - 2.0 (below 60%).

§9

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Additional

1. The Student is obliged to demonstrate knowledge in the field of asepsis and antiseptics and to follow their rules as prevention of infections in work with patients.
2. The Student is obliged to respect the equipment, materials and teaching aids.
3. The Student is obliged to comply with the rules set out in the Code of Medical Ethics, respect Patient Rights, medical confidentiality, personal culture in relation to the patient, academic teacher, associate professionals as well as friends and colleagues from the group.
4. It is forbidden to use mobile phones and electronic devices during classes, which enable communication with other people at a distance for purposes other than teaching.
5. It is forbidden to bring food and drinks to the clinical room.

6. After completing the classes, Students are not allowed to stay on the premises of the Department of Interdisciplinary Dentistry without the knowledge of the academic teacher.
7. There is a total ban on smoking tobacco products and electronic cigarettes during the course.
8. In special cases, individual decisions are made by the Head of the Department of Interdisciplinary Dentistry.
9. All not mentioned matters are regulated by the PUM Study Regulations.

..... 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>