

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>	Tel.: 914661690 E-mail: zstomaog@pum.edu.pl
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>	Professor Katarzyna Grocholewicz E-mail: katarzyna.grocholewicz@pum.edu.pl Tel.: 914661690
kierunek studiów <i>field of study</i>	Faculty of Dentistry
rok studiów <i>year of studies</i>	V
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Integrated education. Integrated dentistry of the developmental age. Integrated dentistry in adults.

§1

Sposób prowadzenia zajęć

Teaching Methods

1. Seminars and clinical exercises in Integrated education are conducted on the fifth year in the indicated groups.
2. The Student is required to prepare for a given topic for the seminar classes. Before classes, there may be a preparation test in the form of a entry pass. Failure to prepare for classes results in a negative grade and requires passing the material within 2 weeks with the academic teacher conducting the seminar. The topics of the seminars will be posted on the Department's website before the classes begin. During the last seminar there is a test.
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 a Student is obliged to plan and fulfilment comprehensive treatment of at least two patients, which includes: complex treatment planning, prevention of dental caries and periodontal diseases, interdisciplinary dental treatment with the use of modern techniques and dental 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. In case of failure to present theoretical preparation for classes, a Student may not be authorized to work with a patient.
6. A Student is obliged to keep medical records of patients according to the guidelines of the Department of Interdisciplinary Dentistry. The medical records in question shall include the written individual preventive and treatment plan for the patient, photographic documentation of treatment progress, additional tests and keeping systematic electronic records of performed treatment.
7. A Student is obliged to complete working with a patient 15 minutes before the planned end of classes. The remaining time is to be used for recording the performed procedures in the medical records and thorough cleaning of the working area.
8. While staying in the clinical room, a Student is obliged to be familiar with and follow health and safety regulations applicable in the Department. Occurrence of any accidents during classes conducted in the Department must be reported by a student to the academic teacher immediately. It is not permitted to leave the teaching room without the permission of the assistant lecturer. Unauthorised leaving the teaching room is equivalent to unexcused absence.

§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 in the form and time agreed with the Assistant 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. Absence of the classes exceeding 30% of the hours of classes resulting in failure to obtain credit for the course.
5. A Student who is late for classes by more than 20 minutes is not allowed to participate in classes. A Student who is late for classes is allowed to participate only if being late is due to unexpected situations. 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, passing theoretical material and obtain the learning outcomes corresponding to the subject (individual assessment by the academic teacher).
2. Fulfilment within the year the treatment plan and procedures regarding prophylaxis and comprehensive dental treatment of at least two patients according to their medical needs.
3. Active participation in clinical classes consisting of examining the patients, performing treatment planning and procedures, assisting during procedures.

§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 Assistant. If the student lacks theoretical preparation, he or she 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 University/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

The condition for receiving credit for Integrated education of the developmental age and in adults is the following:

1. attendance at all clinical classes,
2. obtaining a positive grade for the final credit in the single-choice system test after 20 questions (sharing of corrections on a topic of 60%). 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 on the test date, in the second - in the form of an essay. The last corrective final 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 take the final credit for a subject due to failure to pass the subject, 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. 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.
3. preparing a multimedia presentation to be presented in front of the whole group of students including the following: medical history, preventive and treatment plan, comprehensive treatment of two patients treated during clinical classes at the Department of Interdisciplinary Dentistry, taking into account the alternative methods of treatment and justification of the applied methods. The presentation is to be prepared according to the guidelines of the Department which will be presented to students on orientation classes and observe physician-patient privilege.

4. receiving the record in the "Practical training record book".
5. during tests, students are strictly forbidden to possess electronic devices (according to the Decision of the Rector of PUM No. 71/2012).

§6

Warunki zwalniania z niektórych zaliczeń lub egzaminów

Circumstances of exemption from credits or exams

The Department does not provide for the possibility to be exempt from receiving credit for the course.

§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

Not applicable.

§8

Kryteria oceniania

Assessment criteria

1. The final grade is the arithmetic mean of the following grades obtained in a given academic year:
 - a) a grade of the work in clinical classes issued by the academic teacher
 - b) a grade of the theoretical pass
 - c) a grade of the multimedia presentation
2. Grading scale of the test:
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%).

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Additional

1. A Student is obliged to demonstrate knowledge in terms of asepsis and antisepsis and comply with these principles as a part of prevention of infections when working with a patient.
2. A Student is obliged to respect the equipment, materials and didactic aids provided by the Department. Financial liability for any damage resulting from inappropriate handling lies with the Student.
3. A student is obliged to comply with the principles of the Code of Medical Ethics, respect the patients' rights, observe physician-patient privilege, show appropriate bedside manner, and treat the assistant lecturer, associate professionals as well as colleagues with respect.
4. During classes it is forbidden to use mobile phones and other electronic devices allowing distance communication for the purpose other than education.
5. It is strictly prohibited to bring food and beverages to the clinical room.
6. After the end of the classes, Students cannot stay in the facilities of the Department of Interdisciplinary Dentistry without the consent of an academic teacher.
7. During classes, smoking or using electronic cigarettes is strictly forbidden.

8. Specific matters shall be individually decided upon 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>

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

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