

**Internal teaching regulations of the Department**

Valid in academic year	<b>2023/2024</b>
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Field of study	Faculty of Dentistry
Year of study	II
Course/subject title	<b>Norms of Occlusion in Adults</b>

**§1****Teaching Methods**

1. Classes are held in the form of seminars and practical classes in designated dean's groups.
2. Seminars include theoretical and practical knowledge and are thematically linked with practical classes, practical exercises involve the performance of tasks, in accordance with the procedures described in the outline.
3. The Student is obliged to prepare for a given topic for seminar classes and practical classes. The topics of seminars and practical classes will be posted on the Department's website before the classes begin.
4. The Student is obliged to finish working on the practical classes 15 minutes before the planned end of the classes, the remaining time should be used to clean the workstation.

**§2****Mode and forms of compensation of missed activities**

1. Student attendance at all seminars and exercises is compulsory.
2. Any absence from classes due to health or other important ill-fated reasons must be made up within 2 weeks in the form agreed with the assistant, in accordance with the Study Regulations.

3. The Student is obliged to complete the course by 15<sup>th</sup> September of the given academic year.
4. The ability to make up absences in excess of 20% of the hours in a course requires the approval of the Department Head.
5. Absence in class exceeding 30% of the class hours will result in failing to complete the course.
6. A student who is more than 20 minutes late for classes cannot participate in them. However, the Student is allowed to take part in classes if his/her delay resulted from exceptionally justified ill-fated reasons. Three late arrivals are treated as one absence that must be made up for.

### **§3**

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

1. The condition for a student to be admitted to take the final course test is the attendance at all seminars and classes, or to make up for any work missed on the rules laid down in the present Regulations.
2. The student achieves the learning outcomes provided for in the course program and active work during classes are subject to individual assessment by an academic teacher.

### **§4**

#### **Principles of attending classes during the academic year\***

1. Students are required to be on time.
2. During practical classes, the following applies: clean protective clothing, comfortable alternating footwear (with closed toes), hair tied up, nails cut short, no artificial nails, taking off and securing jewellery (big earrings, rings, bracelets, necklaces) before classes, ID, using safety and personal hygiene measures (gloves, masks, protective glasses or face shield).

The student wearing inappropriate uniform for classes will not be allowed to participate in classes.

3. The student will not be admitted to the classes in the following cases:
  - a. being late by more than 20 minutes; the student is allowed to take part in classes if his/her delay resulted from exceptionally justified ill-fated reasons. Three late arrivals are treated as one absence that must be made up for,
  - b. lack of the required dress code required for the type of occupation
  - c. the student will not be admitted to the classes or will be dismissed from them in the event of inappropriate behavior contrary to the study regulations or other regulations in force at the University/Department, behavior that disrupts the conduct of classes, threatens health, life or property, as well as in the event of a gross lack of personal culture in attitude towards the teacher or other people participating in the classes.

Not admitting to classes or asking them to leave them in the cases mentioned above is equivalent to being absent on the classes.

4. A student is required to prepare theoretically for each practical classes by learning the indicated issues in accordance with the actual topics.

5. The condition of admitting a student to the practical exercises is the knowledge of theory presented at thematically related seminars.
6. A student shall be required to complete each practical classes consisting of the proper performance of all applicable practical tasks.
7. A student has a possibility to retake twice a failed practical classes in the form of the practical performance of practical tasks. It is allowed to get a credit during the practical classes according to the timetable or during additional classes. The 1st retake date is obligatory within two weeks, the 2nd retake date after individual arrangements with the assistant.

## §5

### Forms of credits, exams

1. A course ends with a final grade.
2. The final grade is the average of the grades from the theoretical and practical parts.
3. The final test consists of theoretical part - takes place during the last seminar (single-choice test – 15 questions) and practical part takes place during last classes (two assigned tasks).
4. If a student does not obtain a credit in the theoretical part he/she has the opportunity to take two re-sit dates. The 1st retake date is obligatory within two weeks (test – 15 questions), the 2nd retake date after individual arrangements with the assistant (essay – 5 questions).
5. The practical assessment takes place during the last classes and consists of independently completing two assigned tasks.
6. If a Student does not obtain a credit in the practical part he/she has the opportunity to take two re-sit dates. Each re-sit date also consists of the practical part (two tasks).
7. At the request of the student, examiner or dean, the last final resit examination of a course may be passed by an examination committee.
8. In order to receive a credit for the course, Student must pass the theoretical part and the practical part. If the Student fails to complete the final theoretical or practical examination within the set deadline without excuse, this is equivalent to missing the deadline and results in the dean entering an unsatisfactory grade in the final grade report. Justification - 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 date of the final course examination. If it is decided that the student's failure to appear for the final course examination is justified, the head of the Department of Integrated Dentistry sets a new date for the examination, not exceeding September 10 of a given academic year, and determines its form. The assessment is treated as having been submitted on the date on which the absence occurred.
9. During tests, students are strictly forbidden to possess electronic devices (according to the Decision of the Rector of PUM No. 71/2012).

## §6

### **Circumstances of exemption from credits or exams**

1. There are no exemptions from taking course tests.

## §7

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

1. Not applicable

## §8

### **Assessment criteria**

1. Grading criteria for partial tests and final test:

#### Theoretical part:

- very good - 5.0 ( $\geq 92\%$ ),
- better than good - 4.5 ( $\geq 84\%$ ),
- good - 4.0 ( $\geq 76\%$ ),
- satisfactory - 3.5 ( $\geq 68\%$ ),
- sufficient - 3.0 ( $\geq 60\%$ ),
- fail - 2.0 (below 60%)

#### Practical part:

A student may receive a maximum of 5 points for each assignment. Each task must be completed correctly to get a credit. A task for which a student received at least 3 points is considered credited.

- 10 points – very good
- 9 points - better than good
- 8 points - good
- 7 points - satisfactory
- 6 points - sufficient

The final grade is the average of the grades from the theoretical and practical parts. A positive grade from both parts is necessary to get a credit.

## §9

### **Other**

1. It is the student's responsibility to take care of the facilities, equipment and teaching aids and to make reasonable use of the dental materials provided in practical exercises.
2. A student shall be obliged to take care of his/her workplace and account for dental equipment used during practical exercises.
3. The use of mobile phones and electronic devices enabling long-distance communication with other persons is prohibited during the classes and test credits.
4. A student is obliged to maintain the principles of personal culture in relation to the assistants, intermediate-level personnel and group mates.

5. Food and drinks may not be consumed in the practical exercise room.
6. Students are not allowed to stay on the premises of the Department of Integrated Dentistry or CSM without the knowledge of the academic teacher.
7. Smoking of tobacco products and electronic cigarettes is strictly prohibited during classes.
8. While in the practical exercise room, a student is obliged to know and observe the rules of occupational safety and health in force at the Department. A student is obliged to inform an assistant immediately about any accidents during classes. During the classes the student is not allowed to leave the classroom without the consent of an assistant. Unauthorized leaving the classroom will be treated as an unexcused absence.
9. In special matters, individual decisions are made by the Head of the Department of Integrated Dentistry of the Pomeranian Medical University in Szczecin.
10. All matters not mentioned are regulated by the PUM Study Regulations

<p>.....</p> <p><i>stamp of the Department</i></p>	<p>.....</p> <p><i>stamp and signature of the Head of the Department</i></p>
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<p><i>Opinion:</i></p> <p><i>Positive / Negative**</i></p>	<p><i>Approved by:</i></p>
<p>.....</p> <p><i>stamp and signature of Students' Parliament Representative</i></p>	<p>.....</p> <p><i>stamp and signature of the Dean</i></p>