

Internal teaching regulations of the Department

Valid in academic year	2022/2023
Full name of the Department	Department of Interdisciplinary Dentistry
Contact to the Department (e-mail, telephone)	Al. Powstańców Wielkopolskich 72, 70-111 Szczecin Tel: 914661690 E-mail: zstomaog@pum.edu.pl
Head of the Department (degree/academic title; name, surname)	Professor Katarzyna Grocholewicz,
Course coordinator/person responsible for teaching in the Department (academic title, name and surname, e-mail, phone)	Dr. n. med. Małgorzata Tomasik, MD, Ph.D E-mail: malgorzata.tomasik@pum.edu.pl Tel: 914661690
Field of study	Faculty of Dentistry
Year of study	II
Course/subject title	Norms of Occlusion in Adults

§1**Teaching Methods**

1. Classes are held in the form of seminars 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.

§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 two weeks in the form agreed with the assistant, in accordance with the Study Regulations.
3. A student has the right to make up classes due to absence at the seminar in the form of (oral or written) test credit of the theoretical part with the assistant. The credit to be obtained for the theoretical part is the essential condition admitting a student to the thematically connected practical part completed during the practical exercises.
4. Absence during practical exercises a student is obliged to make up for it by completing a specific practical task in accordance with the subject of classes with an assistant. It is

allowed to make up for absence during practical exercises during the practical exercises conducted according to timetable or during additional classes.

5. The ability to make up absences in excess of 20% of the hours in a course requires the approval of the Department Head.
6. Absence in class exceeding 30% of the class hours will result in failing to complete the course.

§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. Students who passed the theoretical part of the seminars, completed all practical tasks during the practical exercises may take the final test credit.
3. Students who have not passed the theoretical test are entitled to two resit dates. The first resit date is within 2 weeks, the second resit date by arrangement with the assistant.

§4

Principles of attending classes during the academic year*

1. Students are required to be on time.
2. 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 / Institute, 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.

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

§5

Forms of credits, exams

1. A course ends with a test credit.

2. The final test consists of theoretical part - takes place during the last seminar and practical parts - takes place during last classes. The theoretical part takes place in a written form (single-choice test, 20 questions), the practical part consists in an independent execution of two assigned tasks.
3. In order to receive a credit for the course, students must pass the theoretical part and the practical part.
4. The final grade is the average of grades from the theoretical and practical parts.
5. If a student does not obtain a credit in the theoretical part or/and the practical part, he/she has the opportunity to take two re-sit dates. Each re-sit date also consists of the theoretical and practical parts.
6. During tests, students are strictly forbidden to possess electronic devices. Possession of such devices (according to the Decision of the Rector of PUM No. 71/2012) is tantamount to:
 - 2.1. being asked to leave the room and receive a failing grade in the course,
 - 2.2. incurring disciplinary liability and the imposition of the disciplinary penalty referred to in art. 212 of the Act of 27 July 2005. Law on Higher Education, including possible expulsion from the University.

§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.

9 points - sufficient

10 - satisfactory

11-12 - good

14- – better than good

14-15 very good

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

**§9
Other**

1. During classes, students are required to dress appropriately: clean protective clothing, comfortable shoes, hair pinned up, nails cut short, no large jewellery, badge pinned in a visible place and, if necessary, use additional personal protective equipment such as gloves, mask, visor.
2. 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.
3. A student shall be obliged to take care of his/her workplace and account for dental equipment used during practical exercises.
4. A student should spend the last 15 minutes of the practical exercises cleaning up the workplace.
5. The use of mobile phones and electronic devices enabling long-distance communication with other persons is prohibited during the classes and test credits.
6. A student is obliged to maintain the principles of personal culture in relation to the assistants, intermediate-level personnel and group mates.
7. Food and drinks may not be consumed in the practical exercise room.
8. Students are not allowed to stay on the premises of the Department of Integrated Dentistry or CSM without the knowledge of the academic teacher.
9. Smoking of tobacco products and electronic cigarettes is strictly prohibited during classes.
10. 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.

<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>