

Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

obowiązujący w roku akademickim <i>valid in academic year</i>	2022/2023
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.: 91 466 16 90 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>	Dr Luiza Czerniawska-Kliman E- mail: kliman@pum.edu.pl 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 in the seminar room at the Department of Interdisciplinary Dentistry or at a distance, 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 each class, there is a test of preparation in the form of a pass. Failure to prepare for classes results in a negative grade and requires the completion of the material within 2 weeks with the assistant conducting the classes.
3. Clinical classes consist in admitting patients to a clinical room, in accordance with the principles of ergonomics, by two or three-person teams of Students under the supervision of an assistant who conducts 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 implement 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 assistant 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 on the patient. In the absence of theoretical preparation, the Student may not be allowed to work with the patient.
6. In year 5, 3 written tests are carried out on predetermined topics.
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. During the stay 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 Assistant of any accidents during classes at the Institution. During the classes, it is not allowed to leave the room without the Assistant'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 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 Manager.
4. Absence of more than 30% of class hours results in failure to obtain credit for the subject.
5. 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. Three delays are tantamount to one absence from classes 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 Assistant).
2. Passing all the tickets for the seminars.
3. Implementation 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 on exercises subject to assessment by the Assistant.

§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. 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

Completion of the course in year IV on the basis of:

- 1.1. seminar room
- 1.2. pass all entry pass
- 1.3. Obtaining a positive grade for the final pass in the single-choice system test after 30 interviews with sharing of corrections on a topic of 60%. The first second and second term revision starting factor by the didactic assistant professor. Passing in the first retake period will be carried out on the test date, in the second - in the form of an essay.
2. The condition for obtaining a credit for the course in the 5th year is:
 - 2.1. attendance at exercises
 - 2.2. passing the operation of the theoretical system
 - 2.3. carrying out treatment for the treatment of one patient
 - 2.4. obtaining a positive evaluation of clinical work
 - 2.5. an entry in the "Practical training record book"

§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

The annual grade is the arithmetic mean of the grades obtained in a given academic year.

Grading scale:

- 1.very good - 5.0 ($\geq 92\%$), 2.more than good - 4.5 ($\geq 84\%$), 3.good - 4.0 ($\geq 76\%$),
- 4.quite good - 3.5 ($\geq 68\%$),
- 5.satisfactory - 3.0 ($\geq 60\%$),
6. 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, assistant, associate professionals as well as friends and colleagues from the group.
4. It is forbidden to use cell 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 clinic.
6. After completing the classes, students are not allowed to stay on the premises of the Department of Interdisciplinary Dentistry of the PUM 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 of the PUM.

..... pieczęćka jednostki <i>stamp of the Department</i> pieczęćka 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>
..... pieczęćka i podpis Samorządu Studentów <i>stamp</i> <i>and signature</i> <i>of Students' Parliament Representative</i> pieczęćka i podpis Dziekana <i>stamp and signature of the Dean</i>