

Department's Internal Didactic Regulations

valid from academic year	2025/2026
full name of the Department	Department of Preclinical Conservative Dentistry and Preclinical Endodontics
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field of study/major	Medicine and Dentistry
year of studies	1
course/subjects title	ERGONOMICS/HEALTH AND SAFETY AT WORK

§1

Methods of Teaching

1. The classes are conducted in the form of seminars (12 hours) and exercises (18 hours).
2. Presence on seminars and exercises is obligatory.
3. Leaving the classes is unacceptable, student will get absence note.
4. Three lateness to classes means one absence note without an excuse.
5. Being late more than 20 minutes is tantamount to absence from the exercises.
6. Absence (three lateness) needs make up the classes.

§2

Mode and forms of compensation of missed activities

1. Absence at the classes can be excused in case of health problems, confirmed by the physician from the students' out-patient clinic in a 2 weeks.
2. Four and more absence (including those resulting from delays) at the exercises results in not getting a credit.
3. The student has possibility to make up for the arrears due to absences after prior theoretical preparation of the given exercises in which he was absent, and then to have a credit for the teacher. After obtaining the credit for the teacher, the student may start the practical part of the course.
4. If the student doesn't pass the theory of the exercises on which was absences, cannot attend to the practical part of the exercises.

5. Students can make up classes during the exercises (if the task assigned to the exercise was completed earlier), during the last exercises at the end of the semester, or after an individual consultation with the teacher.
6. The student can make up classes only in the presence of his teacher conducting exercises. Any deviation from this rule requires the arrangement with the lead teacher.

§3

Conditions and methods for admitting students to final course assessments and examinations

1. For obtaining a credit it is essential to attend all classes, pass the theory on each exercise and make properly all dentistry procedures.
2. Student can take an exam when have completed all the exercises and have no arrears.

§4

Conditions for allowing students to take part in classes

1. Student has to be prepared from theory on each exercises. Student has to pass both practical and theoretical parts of knowledge on each exercises.
2. If student during the classes doesn't pass the theory cannot take a part in a practical exercises.
3. The student will not be admitted to the classes in the absence of the necessary clothing required for the classes of a given type (medical apron / blouse with short or long sleeves, pants, replacement shoes).
4. The student will not be admitted to the classes or will be expelled from them in the event of improper behavior contrary to the study regulations or other regulations in force at the University / hospital / clinic, behavior disrupting the conduct of classes, threatening health, life or property, as well as in the event of a gross failure personal culture in relation to the teacher or other people participating in the classes. Not allowing or asking you to leave the classes is tantamount to being absent from the classes.

§ 5

Conditions and means for conducting partial course assessments (including the number of retake opportunities for such assessments)

1. Theoretical credit has the form of single or multiple choice test, essay or oral answer. To pass the theory it is needed to answer on 60% of theoretical written questions. The credit for individual classes is not expected. Depending on range of the material which should be credited there are respectively 10 or 15 test questions and 5 or 10 essay questions.
2. The dates of re-take test determinate Head of Department in agreement with Group Leader.
3. Student has two chances to pass the theory, setting first time with the teacher and second time with other teacher or with the Head of the Department in written form at the end of the semester.
4. The credit for individual classes may take place during each class or may include more material (2-4 classes). Students are informed about scope and dates well in advance.

§6

Conditions and means for conducting final course assessments and exams

1. The exam consists of a theoretical part.

2. Students who have passed the theory and all the practical procedures are able to attend to the theoretical part of the exam.
3. The theoretical examination is conducted in the form of a test (30 questions). For students who did not attend the examination but complied with the deadline for justification, as well as for those taking the first or second resit examination, all forms of the examination may take the form of: a test (30 questions), an essay (10 questions), or an oral examination. The form of the examination is determined by the Head of the Department.
4. The second re-take of exam takes place in September.

§7

Conditions for exemption from some final course assessments or exams

1. There is no expected to be released from credits or exams.

§8

Forms of admission to the pre-scheduled examination

1. It is not expected to take the pre-scheduled exam.

§9

Assessment criteria

Test exam - the percentage of correctly answer questions to get the right rating: 0% - 59% - insufficient
60% -67% - sufficient
68% -75% - pretty good
76% -83% - good
84% -91% - over good
92% -100% - very good

Written exam - interest converted into points. The correct answer to the question is 1 point.

1-5 points - insufficient
6 points - sufficient
7 points - pretty good
8 points - good
9 points - over good
10 points - very good

§10

Additional

if specific nature of the subject requires extra information, please add it as a next points of this Regulations

1. The rules of the course are given before the start of the academic year by hanging on the Department's notice board, and are also discussed by the assistants in the first classes. Also available on the Department's website. The regulations are also discussed by assistants during the first class. Students are familiarized with the principles of occupational safety and the staff and auxiliary staff (IDs). The student has to: have the medical uniform, the trousers, the footgear, the gloves, the protective goggles, the mask; be out of a watch, a bracelets, a rings, an earrings; the nails should be trim and hair tied up. The student must have his own face shield or safety glasses, and a mask.

2. The student is obliged to keep a notebook in paper form, in which he records the procedures performed. Electronic documentation is not allowed.

3. During classes, exam the communication with other persons using electronic devices is prohibited (according to Ordinance of the Rector of Pomeranian Medical University, No 71/2012). Any suspicious behaviour noticed during exams, classes or tests will result in removal of the student from the classroom and failing mark and incurring disciplinary liability and disciplinary penalty specified art. 212 of the date 27 July 2005 The Law of Higher Education, including possible ejection from the University (according to §13 of the Annex to Resolution No. 29/2025 of the PUM Senate dated April 23, 2025).

4. Social competence is also assessed during the course.

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

* strike out what does not apply