

**Internal Rules and Regulations of
Department of Conservative Dentistry with Endodontics.**

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| obowiązujący w roku akademickim <i>valid in academic year</i> | 2025/2026 |
| pełna nazwa jednostki <i>full name of the Department</i> | Katedra i Zakład Stomatologii Zachowawczej i Endodoncji |
| dane jednostki (e-mail, telefon) <i>contact to the Department (e-mail, phone no.)</i> | al. Powstańców Wielkopolskich 72, 70-111 Szczecin tel. 91 466 16 48 zstzach@pum.edu.pl |
| kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (academic title, name and surname)</i> | dr hab. n. med. Ryta Łagocka |
| 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> | 3ed year - lek. dent. Marta Rogocka 4th year - dr n. med. Matylda Trusewicz 5th year - dr n. med. Agnieszka Witek EP dr n.med. Monika Szmidt-Kądys monika.szmidt@pum.edu.pl |
| kierunek studiów <i>field of study</i> | Faculty of Medicine and Dentistry |
| rok studiów <i>year of studies</i> | 3ed, 4th, 5th |
| nazwa przedmiotu <i>course name</i> | Conservative Dentistry with Endodontics |

§1

1. All activities are carried out in the practical (clinical classes) and theoretical (seminars, lectures) form. Schedule of classes, seminar and lecture topics are available on the website of the Department.
2. Students are obligated to be present and actively participate in practical and theoretical classes. Assistant conducting the classes has a right to evaluate student's knowledge in oral or written form.
3. Changes in the timetable may be introduced after prior agreement between the representative of the year and subject year supervisor and in advance inform Dział Kształcenia.
4. Clinical classes:
 - Students are working in pairs and perform clinical procedures according to treatment plan standards or student can work alone, when division of students, performed by Dean's office results in such situation.
 - The students must consult with the supervising doctor at every stage of the procedure.
 - At the end of the treatment, all performed procedures must entered into the electronic documentation and approved by The Clinical Assistant.
 - In the absence of patients, student perform task indicated by The Clinical Assistant.
 - Before the patient is called into the clinic, the dental chair and workstation has to be prepared and after treatment cleaned.
5. Using cell-phones on clinical class-room is forbidden.

§2

Rules and regulations of the retake and the absence from student's classes

1. The one and only justification for the absence is a medical note or a dean's note, which must be delivered to the secretary of the Department within 7 days from the time when the purpose of the justification's note took place.
2. Student can retake the classes, during which they were justifiably absent, after establishing a date and form of the classes with a Clinical Assistant. The classes should be retaken within 2 weeks.
3. Three cases of being late less than 15 minutes are equal to one absence. Lateness over 20 minutes is equal to the absence of classes.
4. Leaving the class arbitrarily is equal to an absence.
5. Student's presence during the course of all the classes is obligatory. Absence without an excuse (a medical note or a dean's note) results in failure of the semester and entire year.
6. During semester student can have maximum of 3 justified absences on 3^{ed} year and 4 justified absences on 4th and 5th year. More absences results in failure of the semester and the entire year.

§3

Conditions of the credits and examination

1. The basis for successfully completing the semester is to obtain credits for clinical and theoretical competence, which is obligatory to attempt annual test and exam.
 - 1a. Student, who did not obtain credits for clinical (practical) competence is not allowed to write annual and exam test and must repeat the hole year. Exception: student who miss 1 filling on 3^{ed},4th and 5th year, but successfully obtained theoretical credits, can take part in one re-take classes (3x45min).
 - 1b. Student, who did not obtain credits for theoretical competence is not allowed to write annual and exam test and must repeat the hole year. Exception:
 - student, who obtained practical competence with grade $\geq 4,0$ and miss 1 theoretical entrance test or 1 seminar test or 1 colloquium , can write annual test, but 5 points will be subtract from the final score.
 - student, who obtained practical competence with grade 3,0 or 3,5 and miss 1 theoretical entrance test or 1 seminar test or 1 colloquium, fail first term of annual test (receive grade 2,0).
2. Student, who obtained all credits from all forms of checking the aspects of theoretical knowledge in both semesters, will receive extra points, to the final score of annual test. Student who obtained from theoretical knowledge average grade of 4,0 will receive 2 extra points, average grade 4,5 will receive 3 points and average grade of 5,0 receive 5 extra points.
3. Student, who obtained practical credits on grade 4,0 will receive 1 extra point, grade 4,5 will receive 2 extra points and 5,0 – 3 extra points to the score of annual test.
4. Successfully completed annual test of 3^{ed} and 4th is obligatory to complete the year.
5. Student who failed year, are obliged to retake an entire academic year and have to repeat all the classes according to the course schedule.

§4

Rules and regulations of admitting a student to the particular classes.

- 1.The Code of Medical Ethics must be followed by student throughout the whole treatment process as well as the Regulation of Pomeranian Medical University. In case of misbehavior being contrary to general studies regulations, behavior disturbing conducting classes, life-threatening, property-threatening and lack of personal culture and manners to teacher or other persons in the classroom. consequences will be drawn according to §16 of Regulation of Pomeranian Medical University.
2. Exclusion from classes, because of reasons listed above is equal with unjustified absence.

§5

Rules and regulations of the re-takes of particular tests

1. Student, must perform correctly at least a **minimum** of required clinical procedures
 - 3rd year - 6 fillings (in winter semester 2 fillings)

- 4th year- 12 fillings and performed completed endodontic treatment of 3 root canals (in winter semester min. 4 fillings and 1 canal preparation).
- 5th year:
 - In winter semester 4 fillings and performed completed endodontic treatment of 3 root canals.
 - In summer semester (Practical Exam) 4 fillings and performed completed endodontic treatment of 2 root canals.
- 2. During clinical classes, systematic evaluation of theoretical knowledge is performed. Each entrance test, seminar and colloquium must be passed (fulfilled) on minimum score of 3,0. First re-take is going to take place in 2 didactic weeks from the date, when test was performed. First re-take is 5 open questions.
- 3. Final chance to fulfill theoretical competence is second re-take. It is written form of open questions of all theoretical (entrance test, seminar and colloquium) student's failure:
 - 3^{ed} and 4th years – entrance test and seminars
 - 5th seminars of winter semester.
- 4. Second re-take consists of 5 open questions from each failed entrance test, seminar and colloquium. Positive result – 3 correct answer must be obtained from each failed entrance test, seminar and colloquium.

§6

Rules and regulations of the annual tests and exam

Annual Test

1. Annual test based on all theoretical activities (lectures, seminars, entrance test, colloquium) performed during the whole year. The annual test is in the written form and consists of 50 questions.
2. First re-take is essay consists of 10 open questions. Second re-take is an essay consists of 5 open questions, but on the examiner or student request, can be in the form of commission.
3. Failure of annual test is equal with repetition of whole year.
4. Unjustified absence on annual test results in negative grade (2,0) and lost of term.

Diploma Exam (DE)

1. DE consists of Practical Exam, Final Test Exam and Oral Exam. The final grade from the Diploma Exam is an arithmetic average of the grades (marks) obtained by the student in the 3 parts of the exam.
2. An Unsatisfactory grade (failure) in any part of the exam is the basis for an unsatisfactory result and failure of the entire Diploma Exam.
3. Unjustified absence from the Diploma Exam results in failure of the exam.
4. Any change of the date of the exam must be previously agreed between the Representative of the year and the Head of the Department.
5. Practical Exam:

- Is in the continuous form and it covers all of the classes with clinical procedures, during the 10th semester of the 5th year, when students perform clinical procedures.
- Student is evaluated during the entire course of patient's treatment. All stages of clinical procedures are required to be correctly performed and according to suitable theoretical knowledge and will be evaluated. The final grade from the Diploma Practical Exam is an arithmetic average obtained by the student from all partial grades received during 10th semester of 5th year.
- During Practical Exam student must perform minimum of 4 fillings and 2 fully performed endodontic treatment.
- In the case of gross deficiencies in theoretical or practical knowledge, student won't be allowed to individually perform any clinical procedures on a patient. The decision is up to a Clinical Assistant.
- Student has a right to report an objection about the exam to the Supervisor of the 5th year and then next to Head of the Department. If objections are not being reported immediately after an observed incident or unclear situation, any subsequent claims will not be accepted and recognized.

6. Test Exam and Oral Exam

- Student is obliged to unassisted work during the exam test.
- Absence without justification on the Final Exam Test, results in failing the first term with unsatisfactory grade (2.0).
- Student comes to the exam only with the Identity Card and is obliged to leave all personal belongings e.g. outdoor clothing, bags, backpacks etc. in adequate place. Bringing any kind of item in to the examination room is forbidden.
- Eventual objections should be reported to the Examination Committee immediately after the exam, before leaving the room. After leaving the room objections will not be considered.

7. During Semester Tests and Final Exam Test there is a total prohibition of communication between students, bringing and using cell phones and/or other electronic devices. In case of not respecting the rules according to the Rector's Regulations § 13.

§7

Exam conditions

1. Student, who after III, IV and winter semester of 5th year achieved in total an average grade of 4.6 and higher, is exempted from the Test and Oral Exam with a grade of very good (5.0). This not apply to students, who obtained the grade in second re-take of any annual test.
2. Student, who obtained a grade of 4.5 and higher from the Final Test Exam, is exempted from Oral Exam with a grade of very good (5.0).

3. Student who is author of publication of Department of Conservative Dentistry with Endodontics or is laureate of STN Conference from Department of Conservative Dentistry with Endodontics, receive 5 additional points to Final Test Exam.

§8

Conditions for admitting a student to the „0” term exam

Student, who after III, IV and in winter semester of 5th year achieved in total an average grade of 4.2 to 4.59, can take the Exam in 0 term (pre-term) after establishment the date with examiner. This not apply to students, who obtained the grade in second re-take of any annual test.

§9

Evaluation criteria

1. Clinical classes

All patients treated by students during clinical classes must be fully examined and prophylactic- treatment plan should be established. These procedures must be placed in patient’s electronic documentation chart. Student is evaluated during the entire course of patient’s treatment. All stages of clinical procedures are required to be correctly performed. Teacher can give negative evaluation of the procedure, if it was incorrectly performed and without suitable theoretical knowledge.

The final grade obtained at the end of the year depends on amount of performed following procedures.

3^{ed} year minimum 6 fillings:

6 fillings – satisfactory
8 fillings – fairly good
10 fillings – good
11 fillings – more than good
12 fillings and more – very good

4th year minimum 12 fillings and 3 fully performed endodontic treatment.

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| 12 fillings – satisfactory | 3 canals-satisfactory |
| 14 fillings – fairly good | 4 canals -fairly good |
| 16 fillings – good | 5 canals- good |
| 17 fillings – more than good | 6 canals- more than good |
| 18 fillings and more – very good | 7 canals and more – very good |

5th year winter semester minimum 4 fillings and 3 fully performed endodontic treatment

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|---------------------------|-----------------------|
| 4 fillings – satisfactory | 3 canals-satisfactory |
| 6 fillings – fairly good | 4 canals -fairly good |
| 8 fillings – good | 5 canals- good |

9 fillings – more than good
10 fillings and more – very good

6 canals- more than good
7 canals and more – very good

Summer semester of 5th during Practical Exam student must perform minimum of 4 fillings and performed completed endodontic treatment of 2 root canals.

Procedures, as below ,which will be counted as a filling- (only 1 per year).

- an independent (by the student of his own without teachers help) , described, complete examination of the patient, pointed by the teacher (consists of extra- and intraoral examination, diagnosis, preventive and treatment plan) with determination of caries, hygiene and periodontal indices and determination of caries risk, established by the student by his own, will be counted as a filling. The examination must be performed, described and assessed by the teacher during clinical classes- no more than once per year.
- the procedure of caries treatment using non-operative (NOC) and non-surgical (infiltration, sealing) methods will also be
- the procedure for treating deep and very deep caries will also be considered as a filling, if it is performed as a planned procedure.

The final grade of practical skills achieved by student during each year is an arithmetic average of all performed fillings and endodontic treatments according to following scale rate:

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| very good (5) | 5.0 – 4.6 |
| more than good (4+) | 4.59 – 4.2 |
| good (4) | 4.19 – 3.80 |
| fairly good (3+) | 3.79 – 3.40 |
| satisfactory (3) | 3.39 – 3.00 |
| unsatisfactory (2) | 2.99 – 0.00 |

Theoretical knowledge

The final grade of theoretical knowledge is an arithmetic average of grades received from all the quizzes, theoretical essays, tests and seminars and divided in all gathered grades. Result according to following scale rate.

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|---------------------|-------------|
| very good (5) | 5.00 – 4.6 |
| more than good (4+) | 4.59 – 4.2 |
| good (4) | 4,19 – 3,8 |
| fairly good (3+) | 3.79 – 3.4 |
| satisfactory (3) | 3,39 – 2,25 |
| unsatisfactory (2) | 2,24-0,00 |

Final annual grade is an arithmetic average of annual practical grade competence and positive result of annual test. In winter semester of 5th , it's arithmetic average grade of semester practical skills grade and average of seminars grades.

2. Annual test

- 60% correct answers are required to achieve a positive result of Annual Test.
- First retake is a test annual test is an essay that consists of 10 open questions. Correct answer to the question is considered to be positive result. 6 correct answers are required to achieve a positive result, according to following scale rate:

10 questions – very good

9 questions – more than good

8 questions – good

7 questions – fairly good

6 questions – satisfactory

Second re-take of annual test is in the written form of 5 open questions. Correct answer to the question is considered to be positive result. 3 correct answers are required to achieve a positive result, according to following scale rate:

5 questions – 5,0

4 questions - 4,0

3 questions – 3,0.

On the student's or examiner's request, second re-take can be commission exam.

3. Exam

Practical Exam

During practical exam all stages of clinical procedures and theoretical knowledge will be assessed. The final grade from the Diploma Practical Exam is an arithmetic average grade obtained by the student from all practical classes during 10th semester of 5th year according to following scale rate:

very good (5) 5.0 – 4.6

more than good (4+) 4.59 – 4.2

good (4) 4.19 – 3.8

fairly good (3+) 3.79 – 3.4

satisfactory (3) 3.39 – 3.00

unsatisfactory (2) 2.99 – 0.00

Test Exam

- 60% correct answers are required to obtain a satisfactory result.
- First retake is test. The pass mark for the retake exam is 60%.
- Second retake is Oral Exam. Student randomly choose set of 5 questions and answer for 3 questions, chosen by the student. Response to question is considered correct, when student receive positive grade. Final grade of exam is a an arithmetic average of the grades (marks) received of each questions. To pass oral exam student must obtain, at least 3,0 (satisfactory) average of grades.

Oral Exam

- During oral exam of Conservative Dentistry with Endodontics, student randomly chose set of 2 questions. Response to question is considered correct, when student receive positive grade. Final grade of exam is a an arithmetic average of the grades (marks) received of each questions. To pass oral exam student must obtain, at least 3,0 (satisfactory) average of grades.
- First retake is oral. Student randomly chose set of 3 questions. Response to question is considered correct, when student receive positive grade. Final grade of

exam is a an arithmetic average of the grades (marks) received of each questions. To pass oral exam student must obtain, at least 3,0 (satisfactory) average of grades.

-Second retake is oral. Student randomly chose set of 5 questions and answer for 3 questions, chosen by the student. Response to question is considered correct, when student receive positive grade. Final grade of exam is a an arithmetic average of the grades (marks) received of each questions. To pass oral exam student must obtain, at least 3,0 (satisfactory) average of grades.

4. In all theoretical assessment forms and test exam following scale is applied (PUM Regulations §37)

- 1) very good – 5,0 ($\geq 92\%$),
- 2) more then good – 4,5 ($\geq 84\%$),
- 3) good – 4,0 ($\geq 76\%$),
- 4) fairly good – 3,5 ($\geq 68\%$),
- 5) satisfactory – 3,0 ($\geq 60\%$),
- 6) unsatisfactory – 2,0 (poniżej 60 %).

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| <p>.....</p> <p>pieczęćka jednostki</p> | <p>.....</p> <p>...</p> <p>podpis i pieczęćka Kierownika jednostki</p> |
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| <p>Opinia Pozytywna/Negatywna**</p> | <p>Zatwierdzam:</p> |
| <p>.....</p> <p>pieczęćka i podpis Samorządu studentów</p> | <p>.....</p> <p>podpis i pieczęćka Dziekana</p> |

*jeżeli specyfikacja przedmiotu tego wymaga

**niepotrzebne skreślić

