

DEPARTMENT'S INTERNAL DIDACTIC REGULATIONS

Wewnętrzny regulamin dydaktyczny jednostki

obowiązujący w roku akademickim <i>valid in academic year</i>	2025/2026
pełna nazwa jednostki <i>full name of the Department</i>	Independent Laboratory of Peadiatric Dentistry
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kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department</i>	dr n. med. Anna Jarząbek
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>	Lek.dent. Aleksandra Wdowiak tel. +48 91 466 1730, e-mail: zstdz@pum.edu.pl
kierunek studiów <i>field of study</i>	Faculty of Medicine and Dentistry
rok studiów <i>year of studies</i>	III, IV, V
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Paedodontics and Dental Prophylaxis

§1

Sposób prowadzenia zajęć

Teaching Methods

1. The module content practical classes, seminars and covers lectures.
2. Attendance on practical exercises, seminars and lectures is mandatory.

§2

Sposób i formy wyrównywania zaległości, w tym odrabiania zajęć na skutek nieobecności

Mode and forms of compensation of missed activities

1. Absence from exercises must be made up with the patient under the guide of assistant conducting the exercises after arranging a prior appointment.
2. Absence from seminars and lectures must be accounted for with the assistant responsible for the specific seminar or lecture after arranging a prior appointment.
3. During the semester, a student may, in cases of unforeseen events (excused absences-medical certificate or other official document), miss a maximum of 3 exercises. One absence per semester may be unexcused. In special situations, a 4 th absence is allowed, which must be excused.

4. Being late three times for practical classes is treated as one absence and requires practical make-up with the patient under the guidance of the assistant conducting the exercises after arranging a prior appointment.
5. Unjustified absence from practical classes is considered an unexcused absence.
6. Absence from classes and tests must be excused within 14 days, counting from the day after the last day of absence. A medical certificate or other official document justifying the absence must be sent exclusively to the email address of the unit zstdz@pum.edu.pl

§3

Warunki i sposoby dopuszczania studentów do zaliczeń końcowych przedmiotu i egzaminów *Requirements for course completion in order to sit the credit of exam*

1. The basis for passing a given semester and academic year is:
 - a) completion of all exercises, seminars, colloquia and lectures scheduled in the regulations for the given semester/year.
 - b) completion of required procedures for the given semester/year. The patients accepted by students as part of practical exercises in the unit are children and adolescents up to 19 years of age.
 - c) In each semester, a specified number of points must be obtained from practical exercises (details in paragraph 10). Obtaining fewer points in a given semester is grounds for not passing the semester and academic year. A student who lacks points for procedures required to pass the semester has the right to 2 make-up sessions each semester with the assistant with whom they had exercises in that semester.
2. The final diploma exam consist of:
 - a) practical part
 - b) written part in the form of a test
 - c) oral part
3. Only students who have completed all seminars, lectures and colloquia are allowed to take the part of the exam.

§4

Zasady dopuszczające studenta do poszczególnych zajęć *Principles of attending classes*

1. Students are required to prepare for all exercises, seminars and the test based on the program posted on the notice board and the unit's website. Each exercise may begin with a written or oral knowledge check. If a student lacks theoretical preparation for exercises, they may not be allowed to work with a patient. Participation in performing a practical procedure is possible only after passing the theory.
2. The student is obliged to maintain the documentation required by the unit (patient card, treatment notebook, procedure card).
3. Student are required to:
 - a) attend and actively participate in practical and theoretical classes;
 - b) maintain a neat appearance: medical clothing and medical shoes, long hair should be tied

- back, nails should be kept short;
- c) take care of treated patients
- d) carefully complete the patient's medical documentation, confirmed by the assistant;
- e) take care of entrusted property
- f) be punctual
- g) maintaining personal etiquette.

4. A student will not be allowed to attend classes in the following:

- a) being more than 20 minutes late for classes
- b) lacking the necessary clothing required for a practical type of class

5. A student will not be allowed to attend classes or will be asked to leave in case of inappropriate behavior contrary to the study regulations or other rules in force at the University/ hospital/ clinic, behavior that disrupts the conduct of classes, endangers health, life or property, or in case of grossly uncivil behavior toward the instructor or the other participants in the class. Being denied access to classes or being asked to leave in the aforementioned cases is equivalent to being absent from class.

6. The unit uses the following grades:

- Very good- 5.0 ($\geq 92\%$)
- More than good- 4.5 ($\geq 84\%$)
- Good- 4.0 ($\geq 76\%$)
- Fairly good – 3,5 ($\geq 68\%$)
- Satisfactory – 3.0 ($\geq 60\%$)
- Unsatisfactory- 2.0 (below 60%)

§5

Warunki i sposoby przeprowadzania zaliczeń cząstkowych przedmiotu

(w tym liczba terminów poprawkowych tych zaliczeń)

Conditions and methods for conducting partial assessment of the subject (including the number of retake opportunities for these assessments)

1. During examinations and credit tests students may not use any electronic devices for the distant communication with other persons nor use materials and aids disapproved by examiners. In case of confirmed possession of the a/m devices, materials and aids the student will be asked to leave the examination/credit test room and consequently obtain an insufficient grade in the given examination subject or fail credit. Each and every occurrence mentioned in the above item 2 shall result in bringing the case to a disciplinary prosecutor for students.
2. Each written test/ essay (colloquium, seminar) is passed when student obtains 60% of correct answers.
3. Before the colloquium, students must have all the seminars passed (from the part of program which is included to the colloquium).

4. Student who did not complete the seminar and / or practical exercise before the colloquium must pass it:
 - a) At the assistant who conducted the seminar or exercise,
 - b) The date and time of it is set by the assistant, at least up to one day before the colloquium,
 - c) In oral or written form.
5. If a student does not take the exam at the first date set by the unit (unexcused absence), this date is forfeited and results in receiving a failing grade for the first date.
6. A student who does not take the exam in the first term due to random reasons (justified absence) will take this exam in the first make-up term.
7. A student who receives a failing grade on a test is required to retake it. Two retake dates are established;
 - a) the first retake date will take place within 3 weeks after the first term (on a date set by the Department in agreement with the class representative);
 - b) the second retake date for tests from the first and second semesters will take place in June or September during the summer retake session on a date agreed with the students.
8. Retakes of individual tests may be oral or written.
9. After the test results are announced, students have the right to review their answer sheet for a period of 7 working days from the date of the announcement, after arranging a time with the assistant responsible for the grade.

§6

Warunki i sposoby przeprowadzania zaliczeń końcowych przedmiotu i egzaminów, *Conditions and methods for conducting final course assessments and examinations*

1. During the exams or tests, students are prohibited from having electronic devices that allow communication with others at a distance or from using materials and teaching aids not approved by the examiners. Possession by a student of devices, materials or aids during an exam or test will result in being asked to leave the room, receiving a failing grade for that exam or test session, and referring the matter to the student disciplinary officer.
2. Any written test is considered passed if the student obtains 60% correct answers.
3. The grade for the practical completion of exercises in the subject takes into account the assessment methods in accordance with the Rector's Regulation no. 46/2016 § 5 item 5.
4. Students receive the final grade based on completed exercises, seminars and performed standard procedures (§9) as well as the obtained positive grade from quizzes. A condition for obtaining a positive grade in the subject is also the completion of the skills listed in the Internship Journal.
5. The annual grade for the subject of pediatric dentistry in the 3rd and 4th year is the average of the grades from 4 (2 in the winter semester and 2 in the summer semester) midterm exams in that year.

§7

Warunki zwalniania z niektórych zaliczeń końcowych przedmiotu lub egzaminów *Conditions for exemption from certain final course credits or exams*

Students,

- a) who during the 3rd , 4th and 5th years achieved an average score of over 4.0 on colloquiums and passed them on the first attempt and demonstrated excellent skills in diagnosis, treatment planning and performing therapeutic procedures during practical exercises.
- b) who have shown extracurricular activity: actively participated in scientific conferences (STN) and prepared articles for publication, as well as publications that were published in scientific journals or accepted for publication in journal listed by the Ministry of Science and Higher Education (at least 20 points)

may be exempted from written part of the diploma examination and will only take the oral part early and the practical exam.

§8

Warunki dopuszczenia studenta do egzaminu w tzw. Przedterminie

Conditions for a student's admission to the exam in the so-called early session

1. Students who meet the criteria of § 7 may take the oral part of the exam early.
2. The date is set with the examiner.

§9

Kryteria oceniania

Assessment criteria

1. The final exam of the course consists of 3 parts:
 - a) practical exam
 - b) written exam (100 test questions),
 - c) oral exam.
2. The practical exam is conducted during the summer semester in clinical classes. The student is required to independently examine the patient, establish a preventive and therapeutic plan, and perform a treatment procedure. In the case of receiving an unsatisfactory grade, the student has the right to two retakes.
3. An unsatisfactory grade in any part of the exam (practical, test or oral) is the basis for assigning an overall failing grade for the final diploma exam.
4. The final grade of the diploma exam is the arithmetic mean of the 3 parts of the exam, which include the following grades:
 - a) the grade from the practical exam
 - b) the grade from the oral exam
 - c) the grade from the test exam
5. A student who scores 59% or less on the test exam receives an unsatisfactory grade for the written part of the exam.
6. The retake exam takes place in written or oral form after the date has been set by the head of the unit. The student is entitled to 2 retake attempts.
7. The test exam is evaluated according to the following criteria:
 - Very good- 5.0 ($\geq 92\%$)
 - More than good- 4.5 ($\geq 84\%$)
 - Good- 4.0 ($\geq 76\%$)

- Fairly good – 3,5 (≥ 68%)
- Satisfactory – 3.0 (≥ 60%)
- fail- 2.0 (below 60%)

8. The oral part of the theoretical exam consists of two randomly selected questions, for which the student must achieve at least a satisfactory grade (3.0).

§10

Inne

Other

(If the nature of the subject requires the inclusions of additional information in the regulations, please include them in the following points of the regulations)

Year 3

The student of third year is obligated to perform the following procedures in the field of hygiene, oral prophylaxis and caries treatment in children to obtain credit.

1	Patient examination with dental diagram and calculate DMFT/dmft	1 pkt.	
2	Oral hygiene indices:	OHI	2 pkt
		API	1 pkt
		PL.I	1pkt
3	Oral hygiene instruction with toothbrushing instruction	1 pkt	
4	Caries preventive and treatment plan with caries risk assessment	2 pkt	
5	Professional teeth cleaning	1 pkt	
6	Topical fluoride application	2 pkt	
7	Temporary filling	1 pkt.	
8	Fissure sealants:	In the molars	2 pkt
		In the premolars	1 pkt
9	Permanent restorations:	PRR I	2 pkt.
		One-surface filling	2 pkt.
		Two-surface filling	3 pkt.
		Multi-surface filling	4 pkt.
		Deep caries treatment (Additional points are added to the final filling or in two-stage biological treatment when the final filling is postponed).	2 pkt.
For the procedures in point b, a minimum of 4 points must be obtained, and for point 9, a minimum of 5 points.			
The complete the procedures throughout the entire year, one must obtain 63 points, whereas in the winter semester, 20 points are required, including at least 2 points for procedures from item 8 and at least 2 points from items 9			

Year 4

The student of fourth year is obligated to perform the following procedures in the field of hygiene, oral prophylaxis and caries treatment in children to obtain credit.

1	Patient examination with dental diagram and calculate DMFT/dmft	1 pkt.	
2	Oral hygiene indices:	OHI	2 pkt.

		API	1 pkt
		PL.I	1pkt
3	Oral hygiene instruction with toothbrushing instruction		1 pkt
4	Caries preventive and treatment plan with caries risk assessment		2 pkt
5	Professional teeth cleaning		1 pkt
6	Topical fluoride application		2pkt
7	Temporary filling		1 pkt.
8	Fissure sealants:	In the molars	2 pkt
		In the premolars	1 pkt
For performing the dental procedures from point 8, student should get 3 points.			
9	Permanent restorations:	PRR I	2 pkt
		One-surface filling	2 pkt.
		Two-surface filling	3 pkt.
		Multi-surface filling	4 pkt.
		Deep caries treatment (Additional points are added to the final filling or in two-stage biological treatment when the final filling is postponed).	2 pkt.
10	Mortal or vital amputation in a milk tooth		3 pkt.
For the procedures from point 8, 3 points should be obtained. For the procedures from points 9 and 10, 16 points should be obtained (in the winter semester at least 8 points).			
For completing procedures in the winter and summer semesters, 69 points must be obtained, whereas in the winter semester the student is required to obtain 34 points.			

Year 5

The student of fifth year is obligated to perform the following procedures in the field of hygiene, oral prophylaxis and caries treatment in children to obtain credit.

1	Patient examination with dental diagram and calculate DMFT/dmft		1 pkt
2	Oral hygiene indices:	OHI	2 pkt
		API	1 pkt
		PL.I	1pkt
3	Oral hygiene instruction with toothbrushing instruction		1 pkt
4	Caries preventive and treatment plan with caries risk assessment		2 pkt
5	Professional teeth cleaning		1 pkt
6	Topical fluoride application		2 pkt
7	Temporary filling		1 pkt
8	Fissure sealants:	In the molars	2 pkt
		In the premolars	1 pkt
9	Permanent restorations:	PRR I	2 pkt
		One-surface filling	2 pkt
		Two-surface filling	3 pkt
		Multi-surface filling	4 pkt
		Deep caries treatment (Additional points are added to the final filling or in two-stage biological treatment when the final filling is postponed).	2 pkt
10	Pulp treatment:	Mortal amputation in milk tooth	3 pkt
		Vital amputation in milk tooth	3 pkt.
		Endodontic treatment in one-root canal permanent tooth	4 pkt

For the procedures from the points 8, 9 and 10 , 30 points should be obtained (10 points in the winter semester).

To complete the procedures in the winter and summer semester, a total of 70 points must be obtained, while in the winter semester the student is required to obtain 35 points (including a minimum of 10 points from points 8, 9 and 10).

ATTENTION: The standards of procedures performed by the student, due to the exceptional epidemiological situation in the country, may change.

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

*jeżeli specyfikacja przedmiotu tego wymaga (*if the*