

# Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

obowiązujący w roku akademickim <i>valid in academic year</i>	<b>2025/2026</b>
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adiunkt dydaktyczny/osoba odpowiedzialna za dydaktykę w jednostce (stopień, imię i nazwisko, e-mail, telefon) <i>Course coordinator (academic title, name</i> <i>and surname, e-mail, phone no.)</i>	dr hab. n. med. Małgorzata Mazurek-Mochol, prof. PUM malgorzata.mazurek.mochol@pum.edu.pl
kierunek studiów <i>field of study</i>	Faculty of Medicine and Dentistry
rok studiów <i>year of studies</i>	IV
<b>nazwa przedmiotu/przedmiotów</b> <i>course/subject title</i>	<b>Mucous Membrane Diseases</b>

## §1

### Sposób prowadzenia zajęć

#### *Teaching Methods*

1. Classes are conducted in the form of practical classes (clinical exercises) and theoretical classes (seminars, lectures). The schedule of classes along with detailed topics of lectures and seminars is available on the website and information board of the department.
2. Students are obliged to be present and actively participate in practical and theoretical classes. The teacher has the right to check students' knowledge in written or oral form.
3. Classes are held according to the adopted schedule, and any changes in class dates must be agreed upon by the class president of the year with the course coordinator or the head of the department.
4. Course of clinical exercises:
  - 4.1. During clinical exercises, the student has tools at his disposal for which, just like for the entire workplace, he is financially responsible.
  - 4.2. Students admit patients in teams of two and perform procedures in accordance with the treatment plan according to the adopted treatment standard. Before calling the patient, the station must be carefully prepared. The student is obliged to consult individual stages of work with the assistant conducting the exercises. In case of problems with theoretical knowledge about the treatment conducted by the student, the assistant may give an unsatisfactory grade for a given stage of work.

4.3. The basis for passing the exercise is examining the patient, carefully completing the patient's card, performing the procedures provided for in the treatment plan and having appropriate theoretical knowledge.

4.4. After completing clinical classes, the student is obliged to enter all procedures performed in the norm card and, after approval by the assistant, in the computer system. The content of annotations in the computer must be confirmed by the teaching assistant.

4.5. If a pair of students does not have a patient, they may, after obtaining the consent of the assistant, perform preventive treatments on themselves.

## **§2**

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

*Mode and forms of compensation of missed activities*

1. Student attendance at all classes is mandatory. Failure to justify absence from classes will result in failure to obtain a pass in the course.
2. The only justification for absence from classes is a medical certificate or a leave of absence issued by the Dean, which must be delivered to the Department's office within 7 days from the cessation of the reason for which the leave was issued.
3. All excused absences must be made up.
4. Arbitrarily leaving classes is tantamount to absence.
5. Three tardies of up to 20 minutes are equivalent to one absence. Tardies lasting more than 20 minutes will be treated as absence from classes.
6. The student has the opportunity to make up for arrears due to excused absences after prior arrangement of the date and form with the assistant conducting the classes. The exercises must be made up and passed within two weeks of the termination of the reason for which the dismissal was issued.

## **§3**

### **Warunki i sposoby dopuszczania studentów do zaliczeń końcowych przedmiotu i egzaminów**

*Conditions and methods for admitting students to final assessment and examinations*

1. The condition for passing the course is obtaining credit for practical and theoretical classes (seminars, tests, lectures) and a semester test (credit).
2. Results of final course assessment are made available to students in the University IT system within five working days from the date of the assessment
3. The following entries are used in assessment protocols:
  - grade on a 2.0 to 5.0 scale
  - passed
  - pass conditional
  - not passed
4. A student who failed the seminar has the right to two resit dates. Revision of a failed seminar takes place within two weeks from the date of the seminar, after agreeing the date with the assistant conducting the seminar.
5. A student who did not pass the theoretical knowledge tests on the first date is obligated to pass the material within 2 weeks with the teaching assistant. The second resit date will take place with the course coordinator after prior arrangement of the date.

6. The student must complete the course during the teaching period, within the time limit specified in the regulation of the Rector of the Pomeranian Medical University in Szczecin regarding the division of the academic year.

7. In the fourth year, the student is subject to standards for required procedures.

1	Patient examination extra- and intraoral		1 pt
2	Assessment of API, BOP, FMPI indicators		1 pt
3	Hygiene instruction with brushing training		2 pts
4	Supragingival and subgingival scaling (minimum 4)		3 pts
5	Root planing (minimum 2)		3 pts
6	Sandblasting (minimum 3)		3 pts
7	Filling of the Periochart (minimum 4)		2 pts
8	Analysis of X-ray images		2 pts
9	Periotest examinations		1 pt
10	Additional examinations	- sialometry	1 pt
		- examination of electropotentials in the oral cavity	1 kt
11	Examination of a patient with the oral mucosa disease		1 pt

Minimum 60 points must be obtained for performing procedures during the semester.

8. The condition for admitting a student to the semester test is passing the theoretical classes and performing a minimum of procedures. Failure to meet these conditions results in not being allowed to take the semester test and losing the first term.

9. In the fourth year, there is a mandatory test, which consists of 60 single-choice questions test. The condition for passing is to give 60% of correct answers.

10. Criteria for passing the test:

- fail - below 36 points
- satisfactory - 36 to 39 points
- fairly good - 40 to 45 points
- good - 46 to 50 points
- above good - 51 to 56 points
- very good - 57 to 60 points

11. The first and second retake test also takes the form of a test. It consists of 60 test questions. The condition for passing is to give 60% of correct answers.

#### §4

#### **Zasady dopuszczające studenta do poszczególnych zajęć**

##### *Principles for admitting a student to individual classes*

1. Students are obliged to behave in accordance with the standards of the Code of Medical Ethics and the Study Regulations.

2. Students are obliged to:
    - a. Attendance and active participation in practical and theoretical classes.
    - b. Punctuality.
    - c. Aesthetic appearance: medical clothing (pants and apron); full medical footwear, with the possibility of disinfection; hair tied up.
    - d. Wearing an ID badge with the name, surname and the inscription: student.
    - e. Maintaining good manners towards treated patients and employees of department of periodontology and colleagues.
    - f. Care for entrusted property.
    - g. Carefully complete the patient's medical documentation, confirmed by the assistant.
  3. During clinical exercises, regular knowledge tests are carried out (test, essay, oral form - the form is determined by the assistant conducting the classes). The condition for allowing a student to see patients is to demonstrate knowledge of: diagnostics, including differential diagnosis, treatment planning, determining the prognosis and how to perform a given procedure by an assistant conducting clinical classes.
  4. After each day of classes, the teaching assistant enters the grade for theory and practical classes obtained by the student in the student's periodic achievement card.
  5. The student will not be allowed to attend classes in the following cases:
    - a. being late for classes by more than 20 minutes;
    - b. lack of necessary clothing required for classes of a given type in accordance with the specificity of classes conducted within the subject.
  6. The student will not be admitted to classes or will be asked to leave them in the event of inappropriate behaviour contrary to the study regulations or other regulations in force at the University, behaviour disrupting the conduct of classes, threatening health, life or property, as well as in the event of a gross lack of personal culture in relation to the teacher or other people participating in the classes.
- Failure to attend classes or being asked to leave them in the cases referred to above is tantamount to absence from classes.

## **§5**

### **Warunki i sposoby przeprowadzania zaliczeń częściowych przedmiotu ( w tym liczba terminów poprawkowych tych zaliczeń)**

*Conditions and methods for conducting partial course assessment (including the number of retakes)*

#### 1. Clinical exercises

Clinical procedures are assessed. The student may obtain a pass or fail for the given procedure depending on the manner and quality of performance.

#### 2. Theoretical knowledge

Theoretical knowledge at each seminar is verified with a 10-question test with the following grading scale:

- pass  $\geq 7$  points
- fail  $< 7$  points

3. The student is entitled to a retake within 2 weeks of receiving a failing grade. The retake takes place with the seminar assistant. The second retake is conducted in the presence of the head of department and the assistant.

## §6

### **Warunki i sposoby przeprowadzania zaliczeń końcowych przedmiotu i egzaminów**

*Conditions and methods for conducting final course assessment and examinations*

1. Semester credits for the 4th year include material from seminars and lectures conducted in a given semester. The semester pass in a form of test, consists of 60 test questions and includes single-choice tasks. The condition for passing is to provide 60% correct answers.

Resit of the semester test takes place within 2 weeks of the first date. The semester resit test is in writing and also consists of 60 test questions. The condition for passing is to provide 60% correct answers.

The second resit is an assessment in the presence of the head of department and the assistant.

2. One of the conditions for obtaining a positive grade in Mucous Membrane Diseases in the fourth year is to perform a minimum of procedures.

3. Students are strictly prohibited from possessing electronic devices during tests and exams. Possessing them (in accordance with the order of the Rector of PUM No. 71/2012) is tantamount to being asked to leave the room and receiving an unsatisfactory grade in the subject, incurring disciplinary liability and imposing a disciplinary penalty specified in Art. 212 of the Higher Education Act of 27 July 2005, including possible expulsion from the University. At the teacher's request, the student is obliged to show the place where such a device may be placed (in accordance with the order of the Rector of PUM no. 71/2012 and 72/2012).

4. The student has the right to:

- review their assessment work, the question-and-answer sheet, and the list of correct answers, in the presence of an academic teacher with the possibility of obtaining explanations, for five working days from the announcement of results (assessment in paper form).

- in the case of final course assessment conducted in **TEC (TEST EXAMINATION CENTRE)**, review of the test is possible only after the assessment is completed. The student can see the points received and the content of questions and given answers, with correct answers marked. After leaving TEC, the student can see information about the score obtained for each question, as well as the overall test result.

5. The student is obliged to:

- use and regularly check information in the University IT systems and in the student email inbox in the Microsoft 365 service.

## §7

### **Warunki zwalniania z niektórych zaliczeń końcowych przedmiotu i egzaminów**

*Conditions for exemption from certain final course assessment and examinations*

All students are required to take the final assessment in the form of test.

## §8

### **Warunki dopuszczenia studenta do egzaminu w tzw. przedterminie**

*Conditions for admitting a student to an early examination date*

Not applicable.

**§9**  
**Kryteria oceniania**  
*Assessment criteria*

1. Clinical exercises

Clinical procedures are assessed. A student may receive a pass or fail for a given procedure depending on the method and quality of the procedure performed.

2. Theoretical knowledge

Theoretical knowledge at each seminar is verified by a 10-question test with a grading scale:

- pass  $\geq 7$  points
- fail  $< 7$  points

3. Semester credit criteria, grading scale **for 60 questions (points)**:

- fail - less than 36 points
- satisfactory - 36 to 39 points
- fairly good - 40 to 45 points
- good - 46 to 50 points
- above good - 51 to 55 points
- very good - 56 to 60 points

<p>.....</p> <p>pieczęćka jednostki  <i>stamp of the Department</i></p>	<p>.....</p> <p>pieczęćka i podpis Kierownika jednostki  <i>stamp and signature of the Head of the Department</i></p>
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<p>Opinia:  <i>Opinion:</i></p> <p>Pozytywna / Negatywna*  <i>Positive / Negative</i></p>	<p>Zatwierdzam:  <i>Approved by:</i></p>
<p>.....</p> <p>pieczęćka i podpis          Samorządu Studentów  <i>stamp and signature          of Students' Parliament Representative</i></p>	<p>.....</p> <p>pieczęćka i podpis Dziekana  <i>stamp and signature of the Dean</i></p>

\*niepotrzebne skreślić (*delete as not appropriate*)