

Wewnętrzny regulamin dydaktyczny jednostki

Department's Internal Didactic Regulations

obowiązujący w roku akademickim <i>valid in academic year</i>	2025/2026
pełna nazwa jednostki <i>full name of the Department</i>	Department of Periodontology PUM al. Powstańców Wielkopolskich 72, 70-111 Szczecin
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kierownik jednostki (stopień/tytuł, imię i nazwisko) <i>Head of the Department (academic title, name and surname)</i>	dr hab. n. med. Monika Machoy-Rakoczy monika.machoy@pum.edu.pl
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 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>	V
nazwa przedmiotu/przedmiotów <i>course/subject title</i>	Periodontal and Mucous Membrane Diseases

§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 year's leader 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. Each stage of work is assessed. 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 see the patient, the students, after obtaining the consent of the assistant, may 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 winter semester assessment consists of 60 test single-choice questions. The condition for passing is to give 60% of correct answers. The condition for admission to the winter semester assessment is passing all seminars.
2. The condition for admitting a student to the diploma exam is to pass the theoretical knowledge from the exercises and to perform a minimum of procedures. Failure to meet these conditions results in not being allowed to take the test and losing the first date.

§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 (scrubs set); 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 periodontology department 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. 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.
5. 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 cząstkowych przedmiotu

Conditions and methods for conducting partial course assessment

1. The condition for passing the course is obtaining credit for practical and theoretical classes (seminars, tests) and an exam (graded credit).
2. 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.
3. 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.
4. The student must complete the course during the teaching period, within the time limit specified in the Rector's regulation of the Pomeranian Medical University in Szczecin regarding the division of the academic year.
5. In the fifth 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 7)	3 pts

5	Root planing (minimum 3 procedures)	3 pts	
6	Sandblasting (minimum 4 procedures)	3 pts	
7	Periochart (minimum 7 procedures)	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 90 points must be obtained for performing procedures during the academic year.

§6

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

1. In the fifth year in the 10th semester, the diploma examination is mandatory for all students and consists of:

- a. Test diploma examination in the field of Periodontal and Mucous Membrane Diseases (60 single-choice questions. The condition for passing is to give 60% correct answers.).
- b. Practical diploma examination in the field of Periodontal and Mucous Membrane Diseases (examination of a patient, filling out of the periodontal examination card, making a diagnosis, establishing a preventive and therapeutic plan, carrying out one of the points of the treatment plan and recognizing and describing disease of at least three out of 5 randomly selected photographs of oral mucosa diseases)

Practical exam grading rules

Exam components	Possible points to obtain
Patient examination	0 or 1
Completing the examination card (Periochart)	0 or 1
Making a diagnosis	0 or 10
Establishing a preventive and treatment plan	0 or 1
Performing the procedure	0 or 1
Diagnosing and describing mucous membrane diseases	<3 correct diagnoses 0 pts 3 correct diagnoses 10 pts 4 correct diagnoses 15pts 5 correct diagnoses 20pts

Grading scale:

< 20 insufficient/failed (2.0)

21-24 sufficient (3.0)

25-28 quite good (3.5)

29-30 good (4.0)

32-31 above good (4.5)

33-34 very good (5.0)

Unexcused absence from the exam is equivalent to receiving an unsatisfactory grade.

Any changes to the exam date must be agreed in advance by the year's leader and the head of the department.

2. Improving the Diploma Examination:

The first date of retaking the exam test in the subjects Periodontal and Mucous Membrane Diseases will take place within 2 weeks from the first date and also consists of 60 test tasks and includes single-choice questions. The condition for passing is to provide 60% correct answers.

The third resit date is a board exam. At the student's request, an observer - a representative of the University's academic community - may participate in the exam before a board/committee for final credit for a course

A student applying for a board examination/committee final pass for a course is obliged to submit, within 3 business days from the date of announcement of the results of the first make-up examination/penultimate re-sit examination for the final course, an application to the dean for consent to conduct a board examination/committee's final pass for the subject. Failure of the observer referred to in section 2, does not suspend the examination/assessment before the board.

The consequence of failing the board examination/committee passing the final course is the repetition of the year of study or removal from the list of students, subject to §39. 5 of the Study Regulations. Detailed rules for conducting a board exam/committee passing the final course are determined by the Rector's order.

3. The student is obliged to work independently during the assessment and/or test examination.

Failure to appear for the exam results in the loss of the date and a failing grade in the event of an unexcused absence.

The student shows up for the exam with an ID card, leaving personal belongings in the place designated for this purpose. Bringing any items into the examination room is prohibited.

Objections should be reported immediately after the exam, before leaving the examination room. After leaving the room, any reservations regarding the exam will not be taken into account.

4. Students are strictly prohibited from possessing electronic devices during tests and examinations. Possessing them (in accordance with the Rector's order 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).

§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

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1. Clinical exercises

Clinical procedures are assessed. A student may receive a pass or fail for performing 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 ≥ 7 points

- Fail < 7 points

3. Criteria for the test examination, grading scale for 60 questions (points):

- insufficient – below 36 pts
- sufficient – 36 - 39 pts
- quite good – 40 - 45 pts
- good – 46 - 50 pts
- above good – 51-55 pts
- very good – 56 - 60 pts

4. Practical exam criteria, grading scale:

< 20 fail (2.0)

21-24 sufficient (3.0)

25-28 quite good (3.5)

29-30 good (4.0)

32-31 above good (4.5)

33-34 very good (5.0)

5. The final grade for the Periodontal and Mucous Membrane Diseases exam is the average grade obtained from the practical and test exams.

6. Board Examination: oral, includes answering 3 questions.

- comprehensive answer to 3 questions – grade above good
- comprehensive answer to 2 questions and partially to 1 – grade good
- comprehensive answer to 1 question and partially to 2 – grade sufficient
- incomplete answer to 3 questions – grade insufficient

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

*jeżeli specyfikacja przedmiotu tego wymaga (*if the specification of the subject requires*)

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