

### Department's Internal Didactic Regulations

valid from academic year	<b>2025/2026</b>
full name of the Department	Department of Interdisciplinary Dentistry
contact to the Department (e- mail. phone no.)	tel.: 91 466 16 90 e-mail: zstomaog@pum.edu.pl
Head of the Department (academic title, name and surname)	Professor Katarzyna Grocholewicz
Didactic Responsible/ Course coordinator (academic title, name and surname, e-mail, phone no.)	Dr Luiza Czerniawska-Kliman e-mail: kliman@pum.edu.pl tel.: 91 466 16 90
field of study/major	Faculty of Dentistry
year of studies	V
course/subjects title	<b>Geriatric dentistry</b>

#### §1

#### Methods of Teaching

1. Classes in the fourth year of studies are conducted in the form of seminars in the seminar room at the Department of Interdisciplinary Dentistry or at a distance, classes in the fifth year are conducted in the form of clinical exercises.
2. The student is required to prepare for a given topic for the seminar classes. The topics of the seminars will be posted on the Department's website before the classes begin. Before each class, there is a test of preparation in the form of a pass. Failure to prepare for classes results in a negative grade and requires the completion of the material within 2 weeks with the academic teacher conducting the classes.
3. Clinical classes consist in admitting patients to a clinical room, in accordance with the principles of ergonomics, by two or three-person teams of Students under the supervision of an academic teacher who conducts the classes, as well as planning and conducting comprehensive treatment in accordance with the individual needs of patients.
4. As part of clinical classes, the student is obliged to plan and implement comprehensive treatment of at least one elderly patient, which includes: preventive treatments and procedures in the field of multidisciplinary dental therapy with the use of modern dental techniques and materials.
5. The academic teacher has the right to verify the theoretical knowledge obtained during the course of studies in previous years, either orally or in writing, in the scope of procedures planned to be performed on the patient. In the absence of theoretical preparation, the Student may not be allowed to work with the patient.
6. In the fifth year, 3 written check are carried out for the assessment of previously agreed topics. Lack of preparation for classes results in a negative grade and requires passing the material within 2 weeks with the academic teacher conducting the classes. The student is obliged to keep the patient's medical records in accordance with the guidelines in force in the Department of Interdisciplinary Dentistry. It includes a written individual prophylactic and treatment plan for the

patient, photographic documentation of treatment progress, additional examinations and systematic records of the procedures performed.

7. The student is obliged to finish work with the patient 15 minutes before the planned end of the classes, the remaining time should be allocated to enter the performed procedures in the medical documentation and to thoroughly clean the workplace.
8. During the stay in the clinical room and seminar room, the Student is obliged to know and follow the health and safety regulations. The Student is obliged to immediately notify the academic teacher of any accidents during classes at the Institution. During the classes, it is not allowed to leave the room without the academic teacher's consent. Unauthorized leaving the room will be treated as an unexcused absence with the necessity to make up.
9. The student is required to:
  - a. use and systematically check information in the University's information systems and on the student's email in Microsoft 365 service

## **§2**

### **Mode and forms of compensation of missed activities**

1. Attendance at all classes is mandatory.
2. A single absence due to important random reasons may be made up for in the form and time agreed with the academic teacher responsible for teaching the subject within 2 weeks after resuming the classes.
3. The possibility of making up for absences exceeding 10% of the course hours requires the consent of the Department Manager.
4. The student is obliged to complete the course by September 15 of a given academic year.
5. Absence of more than 30% of class hours results in failure to obtain credit for the subject.
6. A student who is more than 20 minutes late for classes. cannot participate in them. However, it is allowed to participate in classes if the delay was the result of random events. Three delays are tantamount to one absence from classes with the need to make up for them.

## **§3**

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

1. Attendance at all seminars or clinical classes and obtain the learning outcomes provided for in the program of the subject (individual assessment of the academic teacher).
2. Passing all the entrance tests and written checks.
3. Implementation of a treatment plan and procedures in the field of prophylaxis and comprehensive dental treatment of at least one patient in accordance with the treatment needs as part of clinical exercises in the academic year.
4. Active work on exercises subject to assessment by the academic teacher.

## **§4**

### **Conditions for allowing students to take part in classes**

1. The student should be prepared for clinical classes in particular in terms of previously planned procedures that he will perform on the patient under the guidance of the academic teacher. In the absence of theoretical preparation, the Student may not be allowed to work with the patient.

2. During clinical classes, the following is obligatory: clean protective clothing, comfortable changeable shoes (with covered fingers), pinned hair, short-cut nails, no artificial nails, removing and securing jewelry (large earrings, rings, bracelets, necklaces) against classes, ID card, use of safety and personal hygiene measures (gloves, masks, goggles or a face helmet). A student who is not properly uniformed for the classes will not be allowed to participate in the classes.
3. The student will not be admitted to the classes in the following cases:
  - a. late for classes exceeding 20 minutes
  - b. lack of the necessary clothing for clinical classes
  - c. The student will not be admitted to the classes or will be withdrawn from them in the event of improper behavior contrary to the study regulations or other regulations in force in the Student /Department, behavior disrupting the conduct of classes, threatening health, life or property, as well as in the event of a gross lack of culture personal in relation to the teacher or other people participating in the classes. Not admitting to the classes or asking them to leave them in the cases mentioned above is synonymous to the absence from the classes

## **§ 5**

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

1. Credit for the course in year IV is based on:
  - 1.1. attendance at seminars
  - 1.2. passing all entrance exams
  - 1.3. obtaining a positive grade in the final course test

Justification - a medical certificate, a confirmed hospital stay or a confirmed fortuitous event - should be submitted to the examiner and the dean's office no later than 7 days after the date of the final course test. In the event that a student's failure to appear for final course credit is considered excusable, the head of the Department of Integrated Dentistry shall set a new date for the final course credit not later than September 15 of a given academic year and determine its form. The credit is treated as submitted on the date on which the absence occurred.

2. The partial credits of the course in year V are in the form of:
  - 2.1. attendance at exercises
  - 2.2. passing the applicable theoretical material
  - 2.3. realization of complex treatment of one patient
  - 2.4. obtaining a positive assessment of clinical work

## **§6**

### **Conditions and means for conducting final course assessments and exams**

1. Credit in the fourth year of study is in the form of a single-choice test consisting of 30 questions (correct answers to at least 60% of the questions). In the case of receiving a failing grade at the final credit of the course, the student has the right to pass the final credit twice.  
The student has the right to inspect his/her final credit paper, question sheet and answers, as well as the list of correct answers, in the presence of the academic teacher with the opportunity to obtain explanations, for five working days after the announcement of the results. The first and second correction dates will be determined by the Teaching Assistant Professor. Credit on the first correction date will be carried out in the form of a test, on the second date - in the form of an essay. The last corrective final course credit at the request of the student, the examiner or the dean may be a commission credit. If a student has not been admitted to the final credit of a

course due to failure to pass the course, this is equivalent to forfeiting the term. If a student has not taken the final credit of a subject by the established deadline without excuse, this is equivalent to losing the deadline.

- (2) The prerequisite for obtaining credit for the course in year V is the arithmetic mean of the grades obtained from the final credits and the grade of the clinical work

### **§7**

#### **Conditions for exemption from some final course assessments or exams**

Not applicable.

### **§8**

#### **Forms of admission to the pre-scheduled examination**

Not applicable.

### **§9**

#### **Assessment criteria**

1. The annual grade is the arithmetic mean of the grades obtained in a given academic year.
2. Grading scale:
  - very good - 5.0 ( $\geq 92\%$ ),
  - more than good - 4.5 ( $\geq 84\%$ ),
  - good - 4.0 ( $\geq 76\%$ ),
  - quite good - 3.5 ( $\geq 68\%$ ),
  - satisfactory - 3.0 ( $\geq 60\%$ ),
  - insufficient - 2.0 (below 60%).
3. (The results of final course credits shall be completed in the protocols and made known to the students in the University's computer system within five working days from the date of conducting the credit.
4. The following entries are used in credit and examination protocols:
  - grade on a scale of 2.0-5.0
  - “passed” (“zal.”)
  - “possibility of passing” (“mzal.”)
  - “no credit” (“bzal.”).

### **§10**

#### **Additional**

1. The student is obliged to demonstrate knowledge in the field of asepsis and antiseptics and to follow their rules as prevention of infections in work with patients.
2. The student is obliged to respect the equipment, materials and teaching aids.
3. The student is obliged to comply with the rules set out in the Code of Medical Ethics, respect Patient Rights, medical confidentiality, personal culture in relation to the patient, academic teacher, associate professionals as well as friends and colleagues from the group.
4. It is forbidden to use cell phones and electronic devices during classes, which enable communication with other people at a distance for purposes other than teaching.

5. It is forbidden to bring food and drinks to the clinic.
6. After completing the classes, students are not allowed to stay on the premises of the Department of Interdisciplinary Dentistry of the PUM without the knowledge of the academic teacher.
7. There is a total ban on smoking tobacco products and electronic cigarettes during the course.
8. In special cases, individual decisions are made by the Head of the Department of Interdisciplinary Dentistry of the PUM.
9. All matters not mentioned are regulated by the Study Regulations.

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

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\* strike out what does not apply