

Department's Internal Didactic Regulations

valid from academic year	2025/2026
full name of the Department	Department of Interdisciplinary Dentistry
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field of study/major	Faculty of Dentistry
year of studies	II
course/subjects title	Norms of Occlusion in Adults

§1

Methods of Teaching

1. Classes are held in the form of practical classes in designated dean's groups.
2. Practical exercises involve the performance of tasks, in accordance with the procedures described in the outline.
3. The student is obliged to prepare for a given topic for classes. The topics of practical classes will be posted on the Department's website before the classes begin.
4. The student is obliged to finish working on the practical classes 15 minutes before the planned end of the classes, the remaining time should be used to clean the workstation

§2

Mode and forms of compensation of missed activities

1. Student attendance at all practical classes is compulsory.
2. Any absence from classes due to health or other important ill-fated reasons must be made up within two weeks in the form agreed with the assistant, in accordance with the Study Regulations.
3. The student is obliged to complete the course by September 15 of the given academic year.
4. The ability to make up absences in excess of 20% of the hours in a course requires the approval of the Department Head.
5. Absence in class exceeding 30% of the class hours will result in failing to complete the course.
6. A student who is more than 20 minutes late for classes cannot participate in them. However, the Student is allowed to take part in classes if his/her delay resulted from exceptionally justified ill-fated reasons. Three late arrivals are treated as one absence that must be made up for.

§3

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

1. The condition for a student to be admitted to take the final course test is the attendance at classes, or to make up for any work missed on the rules laid down in the present Regulations.
2. The student achieves the learning outcomes provided for in the course program and active work during classes are subject to individual assessment by an academic teacher.

§4

Conditions for allowing students to take part in classes

1. Students are required to be on time.
2. During practical classes, the following applies: clean protective clothing, comfortable alternating footwear (with closed toes), hair tied up, nails cut short, no artificial nails, taking off and securing jewellery (big earrings, rings, bracelets, necklaces) before classes, ID, as well as using safety and personal hygiene measures in justified cases during some practical classes (gloves, masks, protective glasses or face shield). The student wearing inappropriate uniform for classes will not be allowed to participate in classes.
3. The student will not be admitted to the classes in the following cases:
 - a. being late by more than 20 minutes; the student is allowed to take part in classes if his/her delay resulted from exceptionally justified ill-fated reasons. Three late arrivals are treated as one absence that must be made up for,
 - b. lack of the required dress code required for the type of occupation
 - c. the student will not be admitted to the classes or will be dismissed from them in the event of inappropriate behavior contrary to the study regulations or other regulations in force at the University / Institute, behavior that disrupts the conduct of classes, threatens health, life or property, as well as in the event of a gross lack of personal culture in attitude towards the teacher or other people participating in the classes.

Not admitting to classes or asking them to leave them in the cases mentioned above is equivalent to being absent on the classes.

4. A student is required to prepare theoretically for each practical classes by learning the indicated issues in accordance with the actual topics.
5. A student shall be required to complete each practical classes consisting of the proper performance of all applicable practical tasks.
6. A student has a possibility to retake twice a failed practical classes in the form of the practical performance of practical tasks. It is allowed to get a credit during the practical classes according to the timetable or during additional classes. The retake date is obligatory, after individual arrangements with the assistant.

§ 5

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

1. During the course of the semester, three partial assessments are conducted on pre-announced dates. Each assessment covers material previously completed in class.
2. Each assessment is administered in the form of a written response to three questions, with a time limit of 15 minutes.
3. The student may earn 1 point or 0,5 point for each response. A minimum of 2 points is required to pass the assessment.

4. Students are entitled to two retake opportunities: the first must be taken within one week, and the second within two weeks of the original assessment date.
5. Retake assessments follow the same format as the original: written responses to three questions within a 15-minute time limit.
6. Successful completion of all partial assessments is a prerequisite for admission to the final course assessment.

§6

Conditions and means for conducting final course assessments and exams

1. A course ends with a final grade.
2. The final grade is the average of the grades from the theoretical and practical parts. The final test consists of theoretical part (single-choice test – 15 questions) and practical part (two practical tasks about the morphology and function of teeth, occlusion and articulation) and takes place during the penultimate class.
3. If a student does not obtain a credit, he/she has the opportunity to take two re-sit dates. The 1st retake date is obligatory within two weeks at the latest (test – 15 questions and two practical tasks), the 2nd retake date after individual arrangements with the assistant (essay – 5 questions and one two practical tasks).
4. The remedial assessment concerns the part not passed by the student: theoretical, practical, or both (theoretical and practical).
5. At the request of the student, examiner or dean, the last final resit examination of a course may be passed by an examination committee.
6. In order to receive a credit for the course, students must pass the theoretical part and the practical part.
7. The final grade is the average of the theoretical and practical parts, calculated according to the current study regulations.
8. During tests, students are strictly forbidden to possess electronic devices. Possession of such devices (according to the Decision of the Rector of PUM No. 71/2012) is tantamount to:
 - a. being asked to leave the room and receive a failing grade in the course,
 - b. incurring disciplinary liability and the imposition of the disciplinary penalty referred to in art. 212 of the Act of 27 July 2005. Law on Higher Education, including possible expulsion from the University.
9. If the student fails to complete the final theoretical or practical examination within the set deadline without excuse, this is equivalent to missing the deadline and results in the dean entering an unsatisfactory grade in the final grade report.
10. 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 examination.
11. If it is decided that the student's failure to appear for the final course examination is justified, the head of the Department of Integrated Dentistry sets a new date for the examination, not exceeding September 10 of a given academic year, and determines its form. The assessment is treated as having been submitted on the date on which the absence occurred.

§7

Conditions for exemption from some final course assessments or exams

1. There are no exemptions from taking course tests.

§8

Forms of admission to the pre-scheduled examination

1. Not applicable

§9

Assessment criteria

1. Grading criteria for partial tests and final test:

Theoretical part:

very good - 5.0 ($\geq 92\%$),
better than good - 4.5 ($\geq 84\%$),
good - 4.0 ($\geq 76\%$),
satisfactory - 3.5 ($\geq 68\%$),
sufficient - 3.0 ($\geq 60\%$),
fail - 2.0 (below 60%)

Practical part:

A student may receive a maximum of 5 points for each assignment. Each task must be completed correctly to get a credit. A task for which a student received at least 3 points is considered credited.

10 points – very good
9 points - better than good
8 points - good
7 points - satisfactory
6 points - sufficient

A positive grade from both parts is necessary to get a credit.

The final grade is the average of the grades from the theoretical and practical parts.

§10

Additional

1. It is the student's responsibility to take care of the facilities, equipment and teaching aids and to make reasonable use of the dental materials provided in practical exercises.
2. A student shall be obliged to take care of his/her workplace and account for dental equipment used during practical exercises.
3. The use of mobile phones and electronic devices enabling long-distance communication with other persons is prohibited during the classes and test credits.
4. A student is obliged to maintain the principles of personal culture in relation to the assistants, intermediate-level personnel and group mates.
5. Food and drinks may not be consumed in the practical exercise room.
6. Students are not allowed to stay on the premises of the Department of Integrated Dentistry or CSM without the knowledge of the academic teacher.
7. Smoking of tobacco products and electronic cigarettes is strictly prohibited during classes.
8. While in the practical exercise room, a student is obliged to know and observe the rules of occupational safety and health in force at the Department. A student is obliged to inform an assistant immediately about any accidents during classes. During the classes the student is not

allowed to leave the classroom without the consent of an assistant. Unauthorized leaving the classroom will be treated as an unexcused absence.

9. In special matters, individual decisions are made by the Head of the Department of Integrated Dentistry of the Pomeranian Medical University in Szczecin.

10. All matters not mentioned are regulated by the PUM 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

* strike out what does not apply