

Regulations

SUBJECT REGULATIONS
INTRODUCTION TO DENTISTRY
for students of the Faculty of Medicine
Collegium Medicum
University of Warmia and Mazury in Olsztyn

1. General informations

1.1 Classes are conducted by the Department of Radiology, Faculty of Medicine, Collegium Medicum of the University of Warmia and Mazury in Olsztyn in a full-time mode.

1.2 All students are bound by:

1.2.1 medical confidentiality, they are obliged to keep confidential all information obtained during their studies

1.2.2 absolute obligation to observe health and safety regulations (see below - applicable health and safety regulations).

1.3 Staff responsible for the course:

a) Head of Department: Grzegorz Wasilewski, MD, PhD

b) Course coordinator: dent. Julianna Łączkowska-Serafin

c) Persons responsible for realisation of particular types of classes:

dent. Karolina Rynkowska

The place, time and subject matter of individual forms of classes and credits are specified in the study plan, syllabus, schedule and subject matter of classes.

2 The Introduction to Dentistry course is implemented in the 4th semester.

The course of Introduction to Dentistry includes:

a) lectures- 10 hours

b) seminar - 5 hours

The following subject areas are covered within Introduction to Dentistry:

Lectures:

- Dentistry-what it does, the various departments
- Caries-diagnosis and treatment, prevention
- Tooth numbering, diseases of the hard tissues of the teeth, diseases of the periapical tissues, basics of endodontics
- Dental outbreaks-differentiation and relationship to general diseases, management
- Periodontal diseases - differentiation, treatment
- Inflammations in the orofacial region-appearance, abscess, hidradenitis suppurativa-differentiation, basics of treatment

Seminars:

- -Patient examination-principles of examination of the craniofacial, neck and stomatognathic system with practical exercises
- Rentgenodiagnosis in dentistry-with practical exercises.

2.1 Lectures

a) are held according to the established timetable of classes published on the website of the Faculty of Medicine at UWM in Olsztyn and on the website of the Department of Radiology

b) are conducted in a stationary form or, in the case of an exacerbation of the pandemic situation and the order of the university authorities, also in an e-learning form on the MOODLE or MS TEAMS platform.

2. 2. Seminar

a) supplement and extend the thematic range of lectures

b) are held according to a fixed timetable of classes published on the website of the Faculty of Medicine at UWM in Olsztyn and on the website of the Department of Radiology

c) are conducted in a stationary form or, in the case of an exacerbation of the pandemic situation and the order of the university authorities, also in the form of e-learning on the MOODLE or MS TEAMS platform

3. Class attendance, method of excusing and making up for absences

3.1 Attendance at all forms of classes is compulsory.

3.2 All absences must be excused as soon as the reason for the absence ceases (but no later than within 7 calendar days of the cessation of the absence), presenting documents confirming the absence for inspection. The subject coordinator, the course leader, will then determine how and when the course will be made up and the programme content will be made up.

3.3 1 excused absence from lectures and/or seminars is allowed. In the case of an absence from a lecture and after it has been excused, the student should immediately arrange a date to make up the absence from the lecture with the course coordinator or the Department secretariat.

A student's obtaining more than 30% of absences will result in an additional pass from the lectures, of course after they have been excused.

3.4 In the event of a missed excused absence, the Student will not be allowed to take the final credit/examination, which automatically means that the Student will not receive credit.

3.5 The treatment of unexcused absences.

a) unexcused absence(s) from lecture(s) and seminar(s) makes it impossible to receive credit for the semester and the course.

b) failure to excuse a student's absence at the designated 1st deadline or at the 2nd deadline for credit is tantamount to forfeiting these deadlines and failing the grade(s).

c) unexcused absence of a student on the third credit term results in failing a grade and failing the course.

4. Rules for the completion of individual classes:

4.1 Lectures

a. 100% attendance is a prerequisite for passing the lectures. In the case of excused absences, it is obligatory to make them up. A student should immediately arrange the date and form of making up for an absence from a lecture with the course coordinator or at the Department secretary's office. A student's obtaining more than 30% of absences results in an additional pass from the lectures, after they have been excused.

b. The material covered in the lectures is included in the subject area for credit.

4.2. Seminar

a. 100% attendance is a prerequisite for passing the seminars. In the case of excused absences, it is obligatory to make them up. A student should immediately arrange the date and form of making up for an absence from a lecture with the course coordinator/department head or at the department secretary's office. A student's obtaining more than 30% of absences will result in an additional credit in seminars, after they have been excused.

b. Students prepare a presentation on a topic drawn, which they present at the second seminar and send to the coordinator in class. The content of the presentation and the manner of presentation are assessed by the instructor and make up the final grade.

c. The material realised during the seminar is included in the subject area for credit.

Credit for the Introduction to Dentistry course includes the content taught during all the above-mentioned forms of classes in accordance with the applicable timetable, as well as the content included in the syllabus and the detailed schedule of classes.

5. Final credit

5.1. The person responsible for conducting the examination/semester exam and setting the place and date of the examination/semester exam is dent. Karolina Rynkowska

5.2. The prerequisite for admission to the final assessment/examination is active participation and attendance at all lectures and seminars and the independent preparation of a presentation on a drawn topic.

5.3. The material obligatory for the final assessment includes all content included in the detailed schedule and topics of classes and presented in lectures and seminars.

5.4 The final assessment/examination of the Introduction to Dentistry course consists of a description of an X-ray and a competency-based test containing 5 multiple-choice questions, either in the form of a traditional assessment or in an electronic/multimedia format using electronic devices e.g. tablets/computer stations running on the department's operating system or e-learning platforms. The time limit for solving the test on an electronic device or in traditional form with the transfer of correct answers to the answer sheet is 30 minutes.

Only the traditional/electronic answer sheet prepared in the department's operating system is subject to examination.

5.5 To pass the examination:

- to give a minimum of **60%** correct answers - i.e. **6** points out of a maximum of 10 points possible. A maximum of 5 marks can be achieved for the description of the photograph and a maximum of 5 marks for the test.

Grading scale for the final examination:

>90%	– very good
85 – 89%	– good plus
76 – 84%	– good
70 – 75%	– satisfactory plus
60 – 69%	– satisfactory
<60%	– insufficient

The final mark for the course consists of a mark from a presentation prepared and presented at a seminar (30% of the final mark) and a mark from exam - above 60% (70% of the final mark).

5.6. Information on the number of examination dates/final examinations that a student is entitled to take is in accordance with the Academic Regulations.

5.7. Re-sit final assessment I

- admits those who did not obtain a pass in the 1st term or those who were absent in the 1st term and excused their attendance within 7 working days from the day of the examination

-consists of a description of the X-ray and a competency-based test of 5 multiple-choice questions, either in the form of traditional credit or in electronic/multimedia form, using electronic devices e.g. tablets/computer stations running on the department's operating system or e-learning platforms. The time limit for solving the test on an electronic device or in traditional form with the transfer of correct answers to the answer sheet is 30 minutes. Only the traditional/electronic answer sheet prepared in the Department's operating system is subject to examination.

- A prerequisite for success in the final re-sit examination I is to obtain at least 60% of the correct answers, i.e. 6 points out of a maximum of 10 points possible to be obtained.

In justified cases, the course coordinator reserves the right to change the form of the examination into an oral form, a "viva voce" interview of the final re-sit I credit, or into a written form with answers to questions in descriptive form.

5.8 Corrective final assessment

- has the form of a "vivavoce" interview and is taken at the head of the Introduction to Dentistry course coordinator or at a person designated by the course coordinator. In justified cases, the Course Coordinator reserves the right to change the form of the final examination into a written

form. Students who receive a failing grade in the final re-sit examination period I or who were absent and justified their absence will be admitted to the second re-sit examination period.

5.9. The possession and/or use of any study aids and means of communication (MOBILE PHONE, SMARTPHONE) and any electronic device equipped with a camera and/or camcorder is prohibited during each examination period. Recording the content of the test in whole or in part by transcribing and/or photographing during the test is strictly prohibited. The Department reserves the right to check by means of a portable metal detector including before, during and after the credit/examination whether the student is in possession of the above-mentioned devices despite the prohibition. Violation of this prohibition will result in an automatic failing grade in the examination, leaving the examination room and referral to the University Disciplinary Committee.

6. Academic integrity and honesty:

In a situation where there is a violation of the principles of academic integrity and honesty (in particular, but not exclusively: cheating, cheating, downloading or prompting during a final credit/examination, plagiarism of a presentation, blatant violation of the Regulations), the Student will be removed from the class, or from the examination venue with a concomitant failing grade. In addition, such proceedings are referred to the Disciplinary Committee of the University.

Any issues not regulated in the presented rules and regulations of the Introduction to Dentistry course in the Department of Radiology are at the discretion of the Course Coordinator - dentist Julianna Łączkowska Serafin.

7. The Rules and Regulations of the course are in accordance with the UWM Academic Regulations and the procedures of the Faculty of Medicine.

8. The student is obliged to familiarise himself/herself with the Health and Safety rules at the place where the classes are conducted and with the EU RODO Directive (if justified, e.g. clinical subjects).

9. Detailed description of health and safety rules in force at the place where all forms of classes are carried out.

Health and safety regulations

Binding in the Department of Radiology, Faculty of Medicine, University of Warmia and Mazury in Olsztyn for students of the Medical Faculty. Students must bear in mind that due solemnity and respect must be maintained in the practice rooms.

- a. Only UWM Students with an ID with a photo and personal data (name, surname, field of study) are allowed to enter the exercise, seminar and lecture rooms. In the case of clinical classes, Students must be dressed in protective attire: white, clean and ironed apron, hair tied up; changed shoes (shoes with covered toes and white soles are obligatory). Protective attire must be put on and taken off outside the classroom.
- b. Students are prohibited from being in the practice/seminar/lecture rooms outside of the designated class and consultation times.
- c. The introduction of members of the public is strictly prohibited.
- d. It is forbidden to take photographs and/or record videos using cameras, mobile phones, smartphones, tablets and any other electronic equipment equipped with a camera and/or camcorder with audio and video recording capabilities.
- e. Cleanliness and health and safety rules are strictly enforced in all areas of the Department of Radiology.
- f. Outerwear, bags, briefcases and backpacks must be left in the cloakroom before entering the exercise room.
- g. Textbooks and note-taking kits should be brought to practice.
- h. It is strictly forbidden to bring food, drinks and chewing gum into the classrooms, which is the same as not eating food, drinking any drinks or chewing gum during class.
- i. Students are prohibited from leaving the classrooms during class without notifying the instructor and obtaining his/her permission.
- j. Smoking is strictly prohibited in the Department of Radiology and the entire USK building.

Any issues not covered in the presented rules and regulations for the course of Introduction to Dentistry in the Department of Radiology are at the discretion of the Course Coordinator, dent. Julianna Łączkowska Serafin and the Head of the Department, Grzegorz Wasilewski, MD, PhD.

Effective from: 19.02.2024.