

REGULATIONS

SUBJECT REGULATIONS

Maxillofacial Surgery and Introduction to Dentistry
for students of the Faculty of Medicine
Collegium Medicum
University of Warmia and Mazury in Olsztyn

1 General Information

1.1 Classes are conducted by the Department of Radiology of the Faculty of Medicine of the Medical College of the University of Warmia and Mazury in Olsztyn in full-time mode.

1.2 All students are bound by:

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

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

1.3 Employees responsible for the implementation of the subject:

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

b) Coordinator of the subject: **dentist Joanna Krysztopik**

c) Persons responsible for the implementation of individual types of classes: **dentist Joanna Krysztopik**

**CLASSES ARE CONDUCTED AT DEPARTMENT OF MAXILLOFACIAL SURGERY
AT CLINICAL UNIVERSITY HOSPITAL IN OLSZTYN (USK)**

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

2 The course of the subject *Maxillofacial Surgery and Introduction to Dentistry* is implemented in the 8th semester. The course of the subject *Maxillofacial Surgery and Introduction to Dentistry* includes:

a) exercises- 20 hours

2.1 Exercises

a) are held according to the established schedule of classes posted on the website of the UWM Faculty of Medicine in Olsztyn and on the website of the Department of Radiology.

b) are conducted in the form of stationary classes or, in the case of 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 Attendance at classes, method of excusing and making up for absences

3.1 Attendance at all exercises is mandatory.

3.2 All absences must be excused as soon as the reason for the absence ceases (but no later than within 7 calendar days from the date of cessation of the absence), presenting for inspection documents confirming the absence. The coordinator of the subject, the instructor of the class will then determine how and when to make up the classes and make up the curriculum content.

3.3 In the case of failure to make up an excused absence, the Student is not allowed to take the final credit, which automatically means that the Student does not receive credit.

3.4 Treatment of unexcused absences.

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

b) failure to excuse a student's absence on the designated 1st term or 2nd credit term is equivalent to forfeiture of these terms and no grade(s).

c) unexcused absence of the student on the 3rd credit term results in the lack of a grade and failure to pass the course.

4 Rules for passing individual forms of classes:

4.1 Exercises

a. the condition to pass the exercises is 100% attendance. In the case of excused absences it is obligatory to make them up. The student should immediately establish the date and form of making up the absence from exercises with the course coordinator or at the Department secretary's office.

b. the condition for obtaining credit for the course is also the preparation of a written thesis/essay on a selected topic by the deadline set by the course coordinator and sending it to the e-mail address indicated by the course coordinator

5. Final credit

5.1 The person responsible for conducting the semester credit and setting the place and date of the semester credit is **dentist Joanna Krysztopik**.

5.2. The prerequisite for obtaining final credit is active participation and attendance at all exercises and preparation of a written thesis/essay on a selected topic within the deadline set by the coordinator and sending it to an e-mail address designated by the course coordinator. **The paper/essay must be prepared independently by each student.**

5.3 Information on the number of terms / final credits that a student is entitled to approach is in accordance with the provision in the Academic Regulations

5.4 Corrective final credit I

- persons who did not obtain a pass in the 1st deadline, or persons who were sent a written paper/essay in the 1st deadline and excused their situation within 7 working days from the pass are allowed.

- The condition for corrective final credit I is attendance at all exercises and preparation of written work/essay on a selected topic on the additional date set by the coordinator

- In justified cases, the course coordinator reserves the right to change the form of final corrective I credit into oral form, "viva voce" conversation or into written form with answers to questions in descriptive form.

5.5 Corrective final credit II

-has the form of a "vivavoce" interview and is taken at the premises of the Coordinator of the subject ***Maxillofacial Surgery and Introduction to Dentistry*** or at the person designated by the Coordinator of the subject. In justified cases, the Subject Coordinator reserves the right to change the form of the final credit to a written form. Persons who received a failing grade in the final re-sit date I or were absent and excused their absence are admitted to the second re-sit date.

5.6 The Department reserves the right to check the originality of the thesis in the anti-plagiarism system. Violation of this prohibition will result in an automatic failing grade for final credit and referral to the Disciplinary Committee of the University.

6 Academic rule of law and integrity:

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

7. Issues not regulated in the presented Rules and Regulations for the course of *Maxillofacial Surgery and Introduction to Dentistry* in the Department of Radiology are at the discretion of the Subject Coordinator - dentist Joanna Krysztopik

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

9. The student is obliged to familiarize himself/herself with the rules of health and safety in the place of the classes and the EU directive RODO (if applicable, e.g. clinical subjects).

10. A detailed description of the health and safety rules applicable to the place of implementation of all forms of activities.

Health and Safety Regulations

binding in the Department of Radiology of the Faculty of Medicine of the 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 exercise rooms.

a. Only UWM Students with a photo ID and personal information (name, surname, field of study) are allowed to enter the exercise, seminar and lecture halls. In the case of clinical classes, Students must be dressed in protective attire: white, clean and ironed apron, hair tied; changed footwear (shoes with covered toes and white soles apply). Protective attire must be put on and taken off outside the classroom.

b. Students are forbidden to stay in the exercise/seminar/lecture rooms outside the designated hours of classes and consultations.

c. The introduction of outsiders is strictly prohibited.

d. It is forbidden to take photos and/or record videos using cameras, cell 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 observed in all rooms of the Department of Radiology.

f. Outerwear, bags, briefcases and backpacks must be left in the locker room before entering the exercise room.

g. Textbooks and note-taking kits must be brought to the exercises.

h. It is strictly forbidden to bring foodstuffs, beverages and chewing gum into the classrooms, which is tantamount to a ban on eating food, drinking any beverages and chewing gum during class.

i. Students are forbidden to leave the classrooms during classes without notifying the instructor and obtaining his permission.

j. Smoking is strictly prohibited on the premises of the Department of Radiology and the entire USK building.

Issues not regulated in the presented rules and regulations of *Maxillofacial Surgery and Introduction to Dentistry* course in the Department of Radiology are left to the discretion of the Course Coordinator, dentist Joanna Krysztopik and the Head of the Department Grzegorz Wasilewski, MD, PhD.

Effective from: 01.10.2026.