

## **Internal regulations of the classes conducted in the Department of Experimental Dentistry of Wroclaw Medical University**

(Disposition of Head of Department of Experimental Dentistry of Wroclaw Medical University)

1. Classes begin on the date announced before the beginning of the semester. All the information is placed on the notice board. Students are requested to read the schedules of the practical classes, lectures and seminars placed on the appropriate boards.
2. Students are obligated to:
  - a. Comply with the principles of professional ethics, professional secrecy and personal data protection.
  - b. Active participation in didactic classes and obtaining credits on time.
  - c. Punctuality - in the semester there are three latenesses, not exceeding 45 minutes in total allowed. After exceeding this time limit, three latenesses are treated as an absence requiring making up. Being late for a single class of more than 15 minutes results in failure to pass the attendance and the need of making up for mentioned classes.
  - d. Have appropriate protective clothing (clean medical clothing, cap, protective gloves, protective mask, goggles/face shield).
  - e. Disinfect hands at the entrance to the classroom.
  - f. Systematically prepare for classes.
  - g. Respect the entrusted equipment.
  - h. Economical use of materials.
  - i. Maintain cleanliness and silence in exercise rooms.
  - j. It is absolutely forbidden to own and use cell phones, tablets, electronic notebooks etc. during classes.
  - k. It is forbidden to leave the classroom without informing the teacher.
3. Students are obliged to arrive on the classes punctually, dressed in appropriate medical clothing and shoes, protective face mask covering mouth and nose, and goggles / face shield. Personal items should be left in the cloakroom or in a locker. The Department is not responsible for them.
4. The delivery of tools takes place in the manner established in individual classrooms.
5. The student is materially responsible for the tools entrusted.
6. In the case of clinical classes, the procedures carried out with the participation of patients follow the recommendations and are supervised by the teacher.
7. In case of unforeseen accident during the classes (injury, burn, swoon, etc.) or damage to the equipment, the student is obliged to immediately report the incident to the teacher.
8. The conditions of crediting the classes are announced before the beginning of the semester.
9. Students are obligated to be prepared with theoretical knowledge for scheduled classes and also with knowledge from 3 preceding classes unless the teacher decides otherwise.
10. List of obligatory and facultative literature is included in the schedules and is available in the Wroclaw Medical University Central Library (Wroclaw, Marcinkowskiego 2-6).
11. Attendance at all exercises, seminars and lectures is obligatory.
12. In case of a justified absence from classes, the student has the right to apply for the opportunity to make up for the absence in the manner and on the terms established by the teacher. The student has the

option to make up for the absence from classes with other groups only with the consent of his teacher and after agreeing a specific date, time, group.

13. The conditions of getting the credits:

- a. obtaining confirmation of participation in all the classes included in the schedule.
- b. obtaining positive grades on all practical tasks included in the schedule.
- c. obtaining positive grades from all elements of knowledge testing provided during the course.

All data have to be confirmed in individual Student's Card.

14. Credit in the form of a test is carried out on predetermined dates of the schedule of classes. The student is informed about the results of the tests by the tutor (in direct contact or by e-mail) within 7 days after the test.

15. In the case of other, current methods of checking knowledge not provided for in the schedule of classes (short tests, oral answers, etc.), the student will be informed about the results in person during the classes within 14 days of the occurrence of the mentioned circumstances.

16. The student has the right to a single revision of the test after agreeing the date with the tutor of the subject. If the student does not get positive results from the theoretical tests before the end of clinical classes he/she is allowed to be given an additional date before the re-sit session. The date is scheduled on students signed request by the person responsible for didactics of the subject and year teacher.

17. Student who have not got the credit from the academic teacher conducting the subject due to negative marks from the theoretical tests is allowed to appeal to Head of the Department, who may decide to organize commission test. Commission test is held in front of the Commission made up of: Head of the Department, academic teacher conducting the subject and another academic teacher conducting the subject. On the students request the presence of years curator and the students' representative is allowed – as observers.

18. Student repeating the year of the studies, who previously got the credit of the subject is not obliged to be present on the classes and getting the credit again.

19. The Dean after getting the opinion of the Head of the Department of Experimental Dentistry may give the student repeating the year or semester of the study the permission to take part in some of the classes from the next year as well as the final tests and exams.

20. The condition of approaching the final exam is getting the credit from the classes included in the exam.

21. The date of the exam is schedules by the Head of the Department.

22. Credits grade scale:

- a) Very good – 5,0
- b) Good plus – 4,5
- c) Good – 4,0
- d) Sufficiently good – 3,5
- e) Sufficient – 3,0
- f) Fail – 2,0

23. The Preclinical exam includes a theoretical part (test). Additionally, a practical pat is organized for students applying for a transfer from other universities, provided that they pass the theoretical part.

Detailed regulations regarding the Preclinical exam are included in a separate document, posted on the website of the Department of Experimental Dentistry.

24. Exam grade scale:

Very good – 93% to 100%

Good plus – 85% to 92%

Good – 77% to 84%

Sufficiently good – 69% to 76%

Sufficient – 61% to 68%

Fail – below 61%.

25. The exam point threshold may be changed by the Head of the Department.

26. Each student's written work is stored by the examiner or the teacher for 12 months - in the case of colloquiums, 24 months - examination papers. The method of storing works is determined by the Head of the Department.

27. The student has the right to access each of his / her graded written work and the answer sheet in the case of tests for a period of two weeks from the date of announcement of the results or at a later date after agreeing with the examiner or the teacher. The examiner provides the student with a key to open and / or closed questions when viewing examination papers.

28. The second and the third term of the exam is held in the same form as the first term, on the dates indicated by the Head of the Department.

29. Any disputes regarding the regulations are resolved by the Head of the Department.

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