

Internal rules of Periodontology

Year V winter semester in academic year 2023/2024

1. The obligatory conditions of receiving a credit for Periodontology classes are: attendance at the clinical classes and seminars, knowledge of theory provided during seminars and introduction for clinical classes. In addition, performing adequate number of clinical procedures and passing practical exam.
2. Attendance at all didactic classes is required. In case of absence from the seminar, it is obligatory to prove knowledge of respective theory in an oral form directly with conducting teacher. According to the study regulations (§ 13 point 4), each absence from classes *"requires justification in writing and re-doing classes, in agreement with the person conducting the classes."* It is allowed to re-do the maximum of 4 classes. Re-doing takes place with another group of conducting's teacher.
3. Student is obliged to be punctual during clinical classes. Each late arrival of 20 minutes or more results in the absence. Three late arrivals below 20 minutes result in one unexcused absence.
4. During seminars and clinical classes Student must not leave the classroom without conducting teacher's awareness and agreement.
5. Complete program of seminars and clinical classes with recommended literature is available on the Periodontal Department's information board and on the department's website.
6. On each first classes, teachers provide information about their additional consultancy availability.
7. The conditions of passing theoretical part of the clinical classes are as follows: positive scores from written tests during 1st and 2nd classes (each failed test has to be retaken in an oral form directly with conducting teacher or Department's Head), as well as possessing theoretical knowledge according to the exercise program what is verified during each classes in an oral or written form directly with conducting teacher or the Head of the Department. Questions from the Medical Examination Center database related to the class topics will be discussed at each exercise.
8. Student has the right to have an insight into written tests after their results announcement.
9. One of the conditions for passing the practical part of the clinical classes is to perform an adequate number of clinical procedures (according to the specification available on the Periodontal Department's information board). Conducting teacher evidences all procedures at the end of each classes inside an individual student's card.
10. The second condition for passing the practical part of the clinical classes is to obtain positive score from an Objective Structured Examination (7 stations, pass threshold 60%) on 25 January 2024. The regulations for the practical exam are a separate document provided to the student two months before this exam. In case of failure, Student receives negative score and is allowed

to have additional term – Objective Structured Examination agreed with teg Head of the Year by 16 February 2024 .

11. Students are obliged to dress for a clinical classes in an applicable manner: clean and neat lab coat, changed shoes, own medical gloves, short/tied hair, lack of jewelry and visible ID card with name and surname. As there is a possibility to work in a contagious bioaerosol, appropriate protection is a must. Detailed rules of the protection will be elaborated during first classes in a block. In addition – usage of a mobile phones is strictly prohibited during clinical classes.
12. All personal belongings, in particular mobile phones, should be left in a cloakroom or and in special boxes in the exercise rooms. Department of Periodontology and Oral Pathology takes no responsibility for any items left.
13. At the beginning of each classes, conducting teacher assigns patient to a student who is obliged to lead whole procedure. Every medical procedure is supervised and accepted by conducting teacher. Next medical appointment is scheduled in agreement with conducting teacher.
14. Dental tools and equipment are taken from the nurse in the clinical classroom. Student has financial responsibility over collected equipment and in case of any loss or damage the catalogue price must be refunded.
15. Each incident of stabbing with a needle or any other sharp object has to be reported to the Teacher with no exceptions.
16. Positive score from the classes in the course of the Periodontal disease and Oral mucosa disease is a prerequisite for attempting the final exam.
17. First term of the final exam will be conducted in both test and oral form.
18. Test will take place on 1st of February 2024. The final test covers 60 questions (45 from Periodontology and 15 from Oral mucosa diseases, containing 5 distractors) arranged according to the Medical-Dental Final Exam guidelines. The pass threshold is above 60%. Student has the right to have an insight into the final exam together with the Head of the Department on the day following the results announcement.
19. Oral exam will be conducted between 6-16 of February 2024, after enrolling in Department's secretary office. It is possible to have an exemption from an oral exam by achieving an average score of above 4.5 of Periodontal disease classes on 4th and 5th year, Oral mucosa disease on 5th year, and both practical and test exam. In addition, none of the five grades can be lower than 4.0.
20. The first exam resit is conducted in an oral form by Head of the Department of Oral Pathology between 26 February and 5 March 2024 after enrolling in Department's secretary office. Students who do not pass the first term, will have 2nd term on 26th of February, which if passed, allow them to attempt 1st exam resit. The second exam resit is conducted in an oral form by Faculty Committee. The resit session must end before 8th of March 2024.

21. Failure of Periodontology classes may happen in below scenarios: absence on 5 and more classes; not passing clinical classes; not passing the practical exam in both terms; not passing the test in both terms; not passing 2nd exam resit.
22. In all dispute matters, the final decision is made by the Head of the Department of Periodontology. It is possible to appeal against decisions of the Head of the Department to the Faculty's Dean.
23. All matters not regulated by this Internal rules are determined by Study Regulations and other supportive documents which settle didactical matters on the level of Faculty and University.

Signature of the Teacher

Signature of Student, GROUP