

REGULATIONS FOR CLASSES IN THE SUBJECT ORTHODONTICS

For students II, III, IV, and V year of dentistry studies conducted
in the Department of Orthodontics
The Faculty of Medical Sciences in Zabrze
in the academic year 2024/2025

Head of the Department dr hab.n.med. Agnieszka Machorowska-Pieniążek

Classes for the subject Orthodontics are conducted in accordance with the Study Regulations of the Medical University of Silesia in Katowice, constituting the Appendix 1 to Resolution 37/2024 of the Senate of SUM of June 18, 2024. and these Regulations.

§1

Principles of participation in the classes

1. Classes (lectures, seminars, exercises) are held according to the schedule set by the Dean.
2. For remote classes, the Head of the Department may change the schedule; information regarding the date and platform used will be announced on the Department's website *ortodoncja.sum.edu.pl*.
3. Attendance at all forms of classes (lectures, seminars, and exercises) is mandatory.
4. The student must attend classes with the student group assigned to them for the given academic year.
5. Students are required to arrive punctually for in-person classes and log in punctually for e-learning classes.
6. Students must come prepared for the class based on the provided reading materials. Lack of preparation will be considered as a failure to pass the class.
7. During classes held at the University, the student is obligated to:
 - maintain medical confidentiality and adhere to data protection laws in line with GDPR,
 - abide by the oath and regulations of SUM, including respecting the dignity of all participants in the learning process and upholding the good name of the University,
 - comply with health and safety regulations,
 - use personal protective equipment as instructed by the Department,
 - wear medical clothing (scrubs) during clinical Classes.
8. Students must care for the teaching environment, ensuring cleanliness and the proper condition of the equipment used. Any defects should be reported to the academic staff. In the event of damage, a Medical Equipment Damage Report will be prepared. Students are liable for intentional damages.
9. Food consumption and bringing unnecessary personal items into class are prohibited; personal items should be stored in the cloakroom .
10. The use of electronic devices and audiovisual recording is strictly prohibited during classes and assessments.
11. All teaching materials are protected by intellectual property rights. Any violation (e.g., recording, photographing, copying) will result in disciplinary action.

§ 2

Rules for Excusing Absences and Making Up Classes

1. All absences must be justified by presenting the relevant documentation (e.g., medical certificate) to the instructor within 5 working days after the cause of the absence.
2. Absence excuses must follow §15 of the Study Regulations at SUM.
3. Missed classes should be made up with another group at a time agreed with the Unit Head or their representative.
4. Regardless of the reason for absence, students must undergo a verification of the acquired learning outcomes under terms set by the Unit Head or their representative.

§3

Rules for Completing the Classes

1. The condition for obtaining credit for classes in the subject is participation in all planned forms of classes (lectures, seminars, exercises) and obtaining positive grades from all partial tests (oral or written) checking the learning outcomes.
2. If the Student is absent from the partial credit for the course within the prescribed period, he / she may report for the next fixed date, treated as a resit.
3. The student has the right to retake each assessment test twice.
4. In the event of failing the colloquium despite two resit opportunities, the student is entitled to take a final colloquium (oral/written) covering the entire material included in the course (practicals/seminars).
5. The dates for the colloquium assessments are determined by the Head of the Department conducting the course.
6. Failure of the student to attend the colloquium on the date set by the Head of the Department results in the loss of that assessment opportunity.
7. A student who has not obtained a course pass is not allowed to take the exam on the first attempt, receiving a failing grade for the first exam date.
8. The student has the right to pass the course before any resit exam date.
9. The rules for passing continued courses in subsequent years of study are governed by supplementary regulations (see Appendix No. 1)

§4

Final Course Completion Rules (Exam)

1. The final completion of the course Orthodontics is in the form of an exam after the X semester.
2. A student may take an exam for only one subject per day.
3. The condition for taking the exam is obtaining a credit for the course.
4. The exam date is set and announced to the students in accordance with §19 of the Study Regulations at the Medical University of Silesia.
5. Failure to obtain credit for the course or an unexcused absence of the student from the exam (or any part of it) on the scheduled date is equivalent to receiving a failing grade for that session.
6. The scope of the exam includes material from lectures, seminars, and exercises, as well as the recommended literature.
7. The exam is conducted in both oral form (practical part) and a written test administered remotely on campus (theoretical part).

8. The practical exam, upon the Examiner's request and with the Dean's approval, may take place before the exam session. Practical exam is in the form of Objective Structural Clinical Examination.
9. In accordance with the Study Regulations at the Medical University of Silesia, for exams conducted in test form, a pass is obtained after achieving 70% correct answers.
10. To pass the exam, it is required to receive at least a satisfactory grade in each part of the exam.
11. The student should notify the Examiner of the reason for not attending the exam immediately, but no later than within 3 working days after the reason for absence ceases.
12. The retake exam is conducted in the same form as the original exam.
13. In the case of receiving a failing grade on the exam, the student is entitled to maximum two retake exams.
14. The first or second retake exam, upon the written request of the student or the examiner, may be conducted as a committee exam. A committee exam is extraordinary in nature and cannot be treated as an additional exam session.
15. The Examiner may allow outstanding students who have successfully passed the practical exam to take the theoretical exam in advance, i.e. before the start of the exam session.
16. The condition for taking the theoretical exam in advance is obtaining credit for the course.
17. A positive grade obtained in the early exam is final.
18. During the exam, the student is strictly prohibited from personal contact or using electronic devices to communicate with third parties, as well as from using any supplementary materials. Failure to comply with these rules is grounds for terminating the exam, which is equivalent to the student receiving a failing grade.
19. The exam includes the assessment of learning outcomes in terms of knowledge and skills. Therefore, the final grade for the course is based on the results obtained from both parts of the exam (practical and theoretical) and is a weighted average of these. The percentage contribution is determined by the Examiner in agreement with the Dean: the practical exam grade is 50%, and the theoretical exam grade is 50%.
20. A positive grade obtained on the exam is final. A retake exam for the purpose of improving a positive grade is not allowed.

Orthodontics:

Basic literature:

- Robert E. Moyers: Handbook of Orthodontics for the Student and General Practitioner, 3ed Edition Chicago, London
- Martyn T. Cobourne, Andrew T. Dibiase: Handbook of Orthodontics, Mosby Elsevier 2009
- A. Brantley, T. Eliades: Orthodontics materials; scientific and clinical aspects; Stuttgart; Thieme 2001

Additional literature:

- Proffit WR, Fields Jr HW: Contemporary Orthodontics, Mosby 2000
- American Journal of Orthodontics and Dentofacial Orthopedics

§5

Rules for consultations with the academic teacher

Consultations with the academic teacher are conducted according to the schedule available on the Unit's website [http:// ortodoneja.sum.edu.pl](http://ortodoneja.sum.edu.pl)

§6

Ongoing administrative matters related to teaching

1. Matters related to teaching, such as submitting requests for making up classes, should be handled electronically:
 - a. contact with the Department office: email address: ortodoncja@sum.edu.pl,
 - b. contact with the Exercise Supervisor, Dr. Urszula Rojek: email address: urojek@sum.edu.pl
2. Electronic correspondence with SUM employees and entities should be conducted via the student's email account.
3. The student is obliged to read messages sent to their account in the domain s.....@365.sum.edu.pl.

§7

Disputed issues and those not covered by these regulations will be resolved in accordance with the current Study Regulations of the Medical University of Silesia in Katowice, which constitutes Annex No. 1 to Resolution No. 37/2024 of the SUM Senate dated June 18, 2024.

§8

Depending on the current epidemic situation and the resulting Ordinances of the Rector of the Medical University of Silesia, changes to the mode and form of conducting classes, assessments, and exams may be introduced .

§9

The regulations come into effect on October 1, 2024.

KIEROWNIK

Katedry i Zakładu Ortodoncji
Śląskiego Uniwersytetu Medycznego w Katowicach
A. Machorowska-Pieniążek

dr hab. n. med. Agnieszka Machorowska - Pieniążek

Signature of the Head of the Unit implementing the course

PRODZIEKAN DS. STUDENCKICH
Wydziału Nauk Medycznych w Zabrze
Śląskiego Uniwersytetu Medycznego w Katowicach

dr hab. n. med. Andrzej Tomasiak

Signature of the Dean of the Faculty of Medical Sciences in Zabrze