**Regulations regarding taking and passing Orthodontic classes in the academic year 2019/2020**

Students are required to keep a notebook, from the first class, in which they will note down all grades from seminars, classes, credited tests and standards, as well as admitted patients. In case of any controversy and lack of confirmation of entries in the notebook, doubts are resolved to the disadvantage of the student.

During each class, the assistant has the right to ask the student any question relating to the presented knowledge, preferably asking questions referring to the patient who is currently being admitted or to the patient who is to be admitted on the same day.

During the last class in the given year, the student puts a signature under the credit for passing the class year – it is the last chance to verify the received credits against the notebook kept by the student.

Students may participate in seminars and clinical classes after leaving bags/backpacks as well as mobile phones/cameras/tablets and laptops in lockers located by the secretariat – keys are available in the secretariat.

Schedules are posted by year tutors in the first week of the academic year.

**Year tutors:**

4th year – Dorota Kustrzycka and Aleksandra Adamek

5th year – Kornelia Rumin

**Absences: Art. 13 item 4 of the Study Regulations**

1. A sick leave **does not** exempt from making up the missed classes.
2. The rules for making up classes are determined by the lecturer conducting the clinical class/seminar.
3. The only moment to remedy grades and make up the missed classes in order to get a credit is the 15th week of the semester.

**Forms of knowledge verification:** each student must get at least 60% of the total number of points possible to obtain in a given semester (see: "Rules regarding assessment/credits").

**Schedule:**

**Year 4**

1. Each seminar (except the first one) starts with a short test (open- or closed-ended questions) covering all of the information already presented.
2. In addition to short tests, grades are given for activity during seminars. This may also include i.e. preparing presentations/materials on given topics;
3. The last seminar in each semester consists of a final test comprising questions relating to all the knowledge presented: 30 single choice questions combining 5 statements – 14th week of the winter/summer semester.
4. The student must pass the standards with the relevant assistant by the end of the 12th week of the summer semester. The list of standards is posted by the supervisors of the years in the first week of the given academic year.
5. The only moment to remedy grades and make up the missed classes in order to get a credit is the 15th week of the semester.
6. Failure to comply with the conditions for passing results in receiving a conditional credit or lack of credit (see: "Rules regarding assessment/credits"). In the case of receiving a conditional credit, passing the test with the adjunct professor is a precondition for being admitted for the summer semester/year 5 (winter semester) and therefore the test must take place before the beginning of the semester or academic year, after individual determination of date.

**Year 5**

**Winter semester**

1. The second class consists of a revision test from year 4, in any form, comprising random pieces of knowledge obtained during year 4.
2. The only time to remedy grades and make up classes in order to receive a credit is the 15th week of the semester. Failure to comply with the conditions for getting a credit results in receiving a conditional credit or lack of credit (see: "Rules regarding assessment/credits"). In the case of receiving a conditional credit, passing the test with the adjunct professor is a precondition for being admitted for the summer semester of year 5 and therefore the test must take place before the beginning of the semester or academic year, after individual determination of date.

**Summer Semester**

1. The second class consists of a revision test, in any form, comprising random pieces of knowledge; a similar test is repeated in the 12th week of classes.

2. In the 14th week of classes there is a credit test, i.e. a test containing questions from all the presented knowledge: 50 single-choice questions combining 5 statements - the test takes place once for the whole year. In case of failure, the test will be remedied in the 15th week of classes in the same form. Failure to pass the test will result in not being admitted to the final examination.

1. The only time when the grades can be remedied and missed classes can be made up in order to get a credit is the 14th week of the semester. Failure to comply with the conditions for getting a credit results in receiving a conditional credit or lack of credit (see: "Rules regarding assessment/credits"). In the case of receiving a conditional credit, passing the test with the adjunct professor is a precondition for taking the exam and therefore the test must take place not later than in the 15th week of the semester, after individual determination of date.

**Rules regarding assessment/credits:**

1. In order to receive **a credit**, the Student must obtain a minimum of 60% of total points AND participate in 100% of seminars and/or clinical classes.
2. The student can make up any deficiencies (remedy grades and/or make up the missed classes) in the 15th week of the semester.
3. Students who did not obtain the required 60% of points receive a **conditional credit**.
4. Students who did not obtain the required 60% of points and failed to obtain the conditional credit **will not receive a credit**.
5. During the orthodontic classes in year 4 and 5 as well as during the 5th year exams, students may receive **a certain number of points**, as specified in the table below:

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| Year | Seminars/ clinical sessions | | Tests | Standards | Participation in the Students Research Group\* | Test | Theoretical (Oral) Exam | Total |
| 4th | Average 2 – 5 points | |  |  | **0 – 7 points\***  Active (Congress poster )  – 2 points  Active (article)  – 5 points  Active (poster and article)  – 7 points | 30 single-choice questions being a combination of 5 statements  – 15 points – in the summer semester |  | 25 points |
| 5th | Average 2 – 5 points | | **Total of all 3WRITTENtests with grades between 2-5; 6-15 points in total** |  | **0 – 7 points\***  Active (Congress poster )  – 2 points  Active (article)  – 5 points  Active (poster and article)  – 7 points | 50 multiple choice questions being a combination of five statements – 50 points  – in the summer semester | THEORETICAL EXAM: oral examination comprising 5 open-ended questions - 50 points | 120 points |

\*These are not included in the percentage points, points are added to the final sum after getting a credit for the final examination. The maximum number of points, except for the Scientific Research Group: 25 points in year 4 and 130 points in year 5 (**TOTAL: 145 points**). In order to get a credit, the student must obtain a minimum of 60% of the credits from EACH of the columns. The final score may be increased by adding the points for the Students Research Group. By the end of the 14th week of the summer semester, students must provide **the assistant lecturer** with a written confirmation from the Student Research Group (confirmation of poster or article publication). Erasmus students have their grades calculated on the basis of the points received only while studying in Poland.

**Exam starts in the session:**

1. In the 5th year, the summer semester ends in a theoretical exam in the form of oral assessment (see: "Rules regarding assessment/credits"). Theoretical part: 5 open-ended questions - 50 points.
2. The second and third retakes of the exam are held in the retake session (in September); their form is determined by the examiner.

**Rules for converting points to grades:**