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medical education, research &  
innovation and healthcare

SEMMELWEIS UNIVERSITY

Faculty of Dentistry

Department of Prosthodontics

Director:

Prof. Dr. Péter HERMANN MSc PhD

## Appendix especially for the V-th year students in the 2019/2020. 1st Semester

The Studies and Examination Regulation for the title faculties of the Semmelweis University must be supplemented with the following:

The topics of **clinical dentistry**: complex patient care, diagnostic and therapeutic knowledge.

### Contact:

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Opening hours of the Secretariat:

Monday: 8:00 – 12:00

Tuesday: 8:00 – 12:00

Wednesday: 8:00 – 12:00

Thursday: 8:00 – 12:00

Friday: Closed

Students are welcomed only in the office hours. Please be aware of it!

Students must attend the weekly practices.

No more than a 25% of the practices are allowed to be missed for any reason – not even with a doctor's note – otherwise the semester will not be accepted.

Doctor's notes can only be accepted after an individual. The medical notes will be sent back to the supervisory section of the issuing medical institutions for verification

A student is considered **to be late** from the practices if he/she arrives no more than **15 minutes** later than the time set by the timetable. These late arrivals are marked in the attendance sheet and if someone is late three times within a semester, it will be considered an absence. However, if someone is **more than 15 minutes** late from the practice, it will be already registered as an **absence**, but the student will be allowed to attend the practice.

There is no possibility to replace the practices.

The use of personal protective equipment (disposable gloves and face mask) is mandatory throughout the entire territory of the Department of Prosthodontics, including the clinical teaching rooms (211, 213, 214). The Clinic provides these protective equipment for everyone. During practical training, it is **forbidden** to provide patient care and assistance without the use of personal protective equipment. Anyone who does not comply with the provisions on the use of personal protective equipment may not receive practical training and cannot participate in the treatment of patients.

In case of absence from the exam the rules of the Studies and Examination Regulation (TVSZ) are applied.

The conditions of signing the index book (the acknowledgement of the semester) is written in the Studies and Examination Regulation. The supervisors must enter the final grades to the index book before the lecturer's signature.

If a student is repeatedly unprepared for the practical or theoretical work, or his/her practical work is not satisfactory, he/she will get an "unsatisfactory" grade and will fail the class for that semester. The minimal practical „pensum" will be announced on the first practice by the supervisor. Unprepared students may participate in the practice but **will not be allowed to treat patients**. The students must work in pairs and help each other. At the end of each practice the students have to fill in the relevant treatment record (decursus) and then the supervisor signs it.

### **Written and oral exam during the semester – assessment of knowledge:**

Students must present their practical clinical work on the final exam from the first clinical semester. Students have to make a "white card" (a copy of the treatment plan and decursus) for every patient and have to bring them to the final exam at the end of the 10th semester. White cards must be in accordance with the strict data protection regulations.

Apart from the treatment documents, students have to make photo documentation as well. On the final exam of the 10th semester one case has to be presented. The presentation should follow the protocol of the clinic. The material and personal conditions are provided by the clinic. The photodocumentation mustn't be prepared by cell phone.

During the semester the students will get grades for oral reports or written tests. This consists of questions about the curriculum, the knowledge of the lectures and practical sessions. Compulsory written tests are carried out two-times in the semester, satisfactory grades can be given in case of a result of at least 50% or above.

Grading of the tests:

- 1: - 49%
- 2: 50% - 63%
- 3: 64% - 76%
- 4: 77% - 89%
- 5: 90% - 100%

In case of an unsuccessful test, there are two possibilities to repeat.

Written test will be held in the 1st week, and midterm will be held in the 7th week. Retaking the written test and the midterm (or in case of no show, supplementing) is possible twice during the semester. Replacement/correction of the written test would be passed in the 2nd and 3rd weeks. Replacement/correction of the midterm would be passed in the 9th and 11th weeks.

At the end of the semester, students get final grade. Students get the **final grade** from the valuation of their theoretical and practical work, such as behavior and attitude during the practices.

Final grade is considered unsatisfactory if the average of the test grades are not over a 2,0 average. In case of an unsatisfactory final grade (1), the semester will not be accepted. If a midterm was taken unsuccessfully, the signature at the end of the semester can not be given. Failed demonstration means, that a student receives an unsatisfactory evaluation for a demonstration (midterm exam) written in a particular topic despite the two retakes. According to the Study and Exam Regulation the exam may not be taken if the student fails to obtain such a signature.

Students are not allowed to bring laboratory work and/or patients out of the clinic while treating them within the limits of the institution. In the event of a force majeure the clinic directors will decide the outcome after an individual evaluation.

*Students who are using forbidden items or electrical devices during exams – such as mobile phones, iPods, etc. – will automatically and immediately be discharged from Semmelweis University. By implementing this rule, we wish to preserve the academic and material value of the Semmelweis Diploma.* Students may work in the Student's Scientific Association and the Clinical Talent Development Program after applying.

Students are **not allowed to bring medical gowns** to the practice sessions or take them from the clinic.

In case of an emergency the **defibrillator** can be found by the main entrance.

Budapest, 9<sup>th</sup> September 2019.

Prof. Dr. Peter Hermann  
Head of Department

