



SEMMELWEIS UNIVERSITY

FACULTY OF DENTISTRY

Department of Prosthodontics

Director

PROF. DR. PÉTER HERMANN

**Appendix especially for the III-rd year students,
in the 2023/2024. 2-nd semester**

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

The topics of **Prosthodontics**: Complete edentulousness and its diagnostic and treatment (seminar topics were given: <http://semmelweis.hu/fogpotlastan/en/angol/> homepage.)

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!

Attendance on practices and lectures, replacement in case of missed sessions:

Attendance at seminars requiring personal attendance and the weekly practices is compulsory. Absences from any title, even with a doctor's certificate, cannot exceed 25% of the number of seminars requiring personal attendance/ 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 evaluation. The medical notes will be sent back to the supervisory section of the issuing medical institutions for verification.

If there are 6 seminars requiring personal attendance per semester, the maximum number of absences from seminars requiring personal attendance is 1.

If there are 7 or 8 seminars requiring personal attendance per semester, the maximum number of absences from seminars requiring personal attendance is 2.

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.

The use of cell phones during the practices is forbidden. (Unless the patient is photographed.) If the student uses his / her mobile phone despite the warning of his / her instructor, he / she

will be not allowed to continue the practice and will have to leave the room immediately. This is considered as an absence, which is included in the number of absences allowed during the semester (maximum 3). During the practices, students can use tablets, notebooks, and small laptops to take notes.

Handling the photo documentation, patient rights and data protection rules must be strictly adhered to. Photo documentation can only be used for the case reports on the final exam.

There is no possibility to replace the seminars and the practices.

Students must arrive for the seminars on time, otherwise they will disturb the lecturer and the audience.

No extra seminars will be provided for missed sessions.

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.

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 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.

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 assist 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.

Method of checking acquired knowledge during the study period:

Seminars:

6 topics per semester are covered in the seminars. The seminars are taught in a blended learning format. 50% of the seminars are online, in weakly rotation, the other 50% is in the form of small group (max. 25-30 participants) classroom training requiring personal attendance.

The online learning module always precedes the personal seminar within the same subject area. The teaching material corresponding to the topics of the seminars is available online in moodle platform.

In the seminar classes requiring personal attendance, this material will be tested and reviewed using online learning platforms (e.g. Zoom, Quizz, Mentimeter, Surveymonkey, etc.)

Each seminar requiring personal attendance starts with a test on the previous week's online Moodle course material. We will not be able to provide retake test for the seminar tests. Student performance in the seminars will be assessed in the form of an average percentage. At the end of the semester, the average percentage of the semester will be converted into a partial seminar grade according to the following formula:

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

Students whose average semester test scores are within the top 5% of their class, get the score 5 (excellent) for one item they have chosen from the drawn ones.

A partial seminar grade is unsatisfactory if the student's average is below a 2.0. The average of the partial seminar grade is the 50% of the practical mark beside the partial practical grade.

The grade is "failing" if the student's absence from seminars exceeds the permitted 25 %.

Practice grade:

Compulsory written tests are carried out one-time in the semester. Written test will be held in the 1st week. Replacement/correction of the written test would be passed in the 2nd, 3rd and 4th weeks. Satisfactory grades can be given in case of a result of at least 50% or above. Partial practical grade is considered unsatisfactory if the average of the test grades are not over a 2,0 average. Failed demonstration means, that a student receives an unsatisfactory evaluation for a demonstration written in a particular topic despite the two retakes.

Grading of the tests:

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

In addition to the written examination, the completion of the DCM online tutorial is compulsory during the semester as homework before the mid-year practical tooth colour determination training.

The student will be informed of the exact date of completion during the first week of the course.

A grade of 5 will be given for completing the DCM online tutorial and a grade 1 for failing to complete it. The student will have two weeks after the deadline to make up the homework.

At the end of the semester, the student will receive a partial practical grade for his/her written (final paper) or oral report, from the course material or from the practical work phases. Students get the partial practical grade from the valuation of their theoretical and practical work, such as behavior and attitude during the practices.(1-5 grades)

At the end of the semester, the student will receive a practical mark.

The practical mark is the average of the partial seminar grade and the partial practical grade. Practical mark is considered unsatisfactory if the average of the partial grades are not over a 2,0 average.

In case of an unsatisfactory practical mark, the signature at the end of the semester will be refused.

Failed demonstration means, that a student receives an unsatisfactory evaluation for a demonstration written in a particular topic despite the two retakes.

The evaluation is graded as "failed" if the student did not participate in even one of the demonstrations and did not make up for it in the substitute opportunities, or if the student's absence from the exercises/ seminars exceeds the permitted 25%.

Requirements of an accepted semester (*signature of the lecturer*):

At the end of the semester, the student will receive a practical mark.

The practical mark is the average of the partial seminar grade and the partial practical grade. Practical mark is considered unsatisfactory if the average of the partial grades are not over a 2,0 average.

In case of an unsatisfactory practical mark, the signature at the end of the semester will be refused.

Attendance at seminars requiring personal participation and attendance at practices is compulsory. No more than 25%-25% of the practices and the seminars requiring personal participation are allowed to be missed for any reason – not even with a doctor's note – otherwise the semester will not be accepted.

If there are 6 seminars requiring personal attendance per semester, the maximum number of absences from seminars requiring personal attendance is 1.

If there are 7 or 8 seminars requiring personal attendance per semester, the maximum number of absences from seminars requiring personal attendance is 2.

In case of absence is above this number, the semester will not be signed by the faculty.

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.

Grading of courses. The possibility and requirements of an offered grade:

Practical mark: The average of the partial practical grade and the partial seminar grade.

In seminars that require personal participation, student achievement is evaluated in the form of an average percentage. The percentage average value achieved during the semester is the basis for the partial seminar grade (1-5 grades).

The student will receive a partial practical grade for his/her written (final paper) or oral report, from the course material or from the practical work phases. Students get the practical grade from the valuation of their theoretical and practical work, such as behavior and attitude during the practices.(1-5 grades)

The practical mark is unsatisfactory if the student does not achieve a 2.0 average.

In case of an unsatisfactory practical mark, the signature at the end of the semester will be refused.

No offered grade.

Students may work in the Student's Scientific Association and the Clinical Talent Development Program after applying.

In the case of suspected use of drugs or mind-altering substances, the steps to be taken and the rules to be followed are as follows:

Internal standards and regulations:

1. According to the Study and Examination Regulations § 29 (3), at lectures, **practical sessions** and seminars, students are required to appear in the prescribed attire and in a state ready for lectures and practical sessions, prepared for the day. In case of suspicion of **inappropriate physical, mental or psychological state** (illness, abnormal fatigue, **medication or other mind-altering substances**, alcohol), **the student must not start or continue the lecture or practical session. The lecturer, the person conducting the session, or in their absence their designated deputy may ask the student to leave the lecture room or the practical/seminar room and shall make a record of the incident.**
2. Pursuant to Article 27 of Act LXXXIV of 2003 on Certain Issues of the Performance of Health Care Activities, the rules applicable to healthcare workers, including the rules on fitness of mental health, shall apply to the assessment of the fitness of students participating in the performance of healthcare activities.
3. The Occupational Safety and Health Regulations of Semmelweis University (Occupational Safety Management Policy, Book I) 2.1.4. The responsibilities of the person exercising the employer's right in the field of occupational safety and health include the following: '(43) If a university citizen is **suspected of being under the influence of a mind-altering substance in the work area** under their control, **they shall notify the police and prohibit the university citizen from working.**'
4. Among the Dean's responsibilities for occupational safety and health, paragraph 2.1.3 of the Occupational Safety and Health Regulations stipulates in paragraph (6) the initiation of disciplinary proceedings against students who violate the occupational safety and health regulations.
5. Furthermore, it is relevant that according to Article 178 (6) of the Criminal Code Act C of 2012, the consumption of drugs is also a criminal offence: "(6) Whoever consumes drugs or obtains or holds a small quantity of drugs for the purpose of consumption, if no more serious offence is committed, shall be punished for a misdemeanour by imprisonment for up to two years."

Under the above rules, in the case of suspicion, the student shall not be allowed to start or continue the practice, the person conducting the session shall ask them to leave, and simultaneously

- a record of the suspicion and the measures taken shall be made,
- the police must be informed in accordance with the provisions of the Health and Safety at Work Regulations,

- and
- the person entitled to initiate disciplinary proceedings against the student must be notified, who is the Dean of the Faculty concerned or the Chair of the Doctoral Council, as provided for in Article 6(2) of the Student Disciplinary and Compensation Regulations.



The procedure for writing a thesis (in the ascending system starting from the academic year 2022/2023) is as follows:

Current procedure of the faculty:

<https://semmelweis.hu/fok/oktatas/altalanos-informaciok-a-hallgatok-reszere/szakdolgozat-2/>
<https://semmelweis.hu/registrar/dentistry/thesis-related-dentistry/>

- 1.) According to the procedure, the student chooses a topic and a supervisor in the 7th semester. The documentation of the topic selection is signed by the supervisor and the year coordinator.
- 2.) In the 8th semester, by May 31, the student compiles and presents the table of contents and a tentative bibliography to the supervisor. The supervisor reviews it within 10 working days and designates which chapters should be written for the 1st, 2nd, and 3rd consultation according to the schedule.
- 3.) In the 9th semester, by September 30, the student submits the full content of the predetermined first section of the thesis to the supervisor for evaluation. The evaluation will be completed within 10 working days.
- 4.) In the 9th semester, by October 31, the complete content of the predetermined second section of the thesis, along with the revisions of the first section, is submitted to the supervisor, who will evaluate it within 10 working days.
- 5.) In the 9th semester, by November 30, the complete content of the predetermined third section of the thesis, along with the revisions of the second section, is submitted to the supervisor, who will evaluate it within 10 working days.
- 6.) This leaves the student with 2 months for further formatting and content revisions until the deadline of February 15th.

Budapest, February 12, 2024



Prof. Dr. Péter Hermann
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