



SEMMELWEIS UNIVERSITY

FACULTY OF DENTISTRY

Department of Prosthodontics

Director

PROF. DR. PÉTER HERMANN

**Appendix especially for the V-th 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 **Prosthetic Dentistry**: complete and partial edentulousness and its diagnostic and treatment 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!

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

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.

Absence due to the defense of the thesis counts towards the permitted 25% i.e. 3 absences.

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.

As a case presentation, students are only allowed to present their own case. The same case may not be presented by more than one student.

Students are required to take photographs of each case during patient treatments, to keep the photographs and create a ppt by the end of the semester, then upload only the ppt file to the patient file in Flexi.

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.

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.

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 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 10th semester. White cards must be in accordance with the strict data protection regulations.

Students are required to take photographs of each case during patient treatments, to keep the photographs and create a ppt by the end of the semester, then upload only the ppt file to the patient file in Flexi.

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.

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. Written tests are carried out on the practice, the students will get the information about the exact time of the test on the first week of the semester.

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

End of semester practical grade is considered unsatisfactory if the average of the test grades are not over a 2,0 average.

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

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

In case one of the partial practical grades of the demonstration is unsatisfactory after the replacement/correction, the signature at the end of the semester will be refused.

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

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

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

End of semester practical grade is considered unsatisfactory if the average of the test grades are not over a 2,0 average.

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

In case one of the partial practical grades of the demonstration is unsatisfactory after the replacement/correction, the signature at the end of the semester will be refused.

No more than 25% of the practices are allowed to be missed for any reason otherwise the semester will not be accepted.

According to the Study and Exam Regulation the exam may not be taken if the student fails to obtain such a signature.

**Final exam:**

The final exam consists of the curriculum of the last five clinical semesters.

Parts of the final exam:

- Practical exam: making a treatment plan (criterion of the oral, theoretical part)
- Presentation of a case with fotodocumentation (ppt) which was prepared independently during the clinical semesters.

In case the student can't show a countersigned certificate signed by the practice leader to his/her case presentation, the student can't start the exam, cannot be issued for the examination and gets „no show” remark in the Neptun-system.

- Oral exam with theoretical questions.

The final exam has to be repeated if the grade of any part of it is unsatisfactory.

If a student participating in the Prosthodontics study competition achieves a result of better than 90%, she/he can choose 1 less topic during the Prosthodontics V final exam.

*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:**

According to the Assessment of Meeting the Study Requirements in the 2<sup>nd</sup> Chapter of Book III. over the Study and Examination Policy of the ‘Organizational and Operational Regulations of the Semmelweis University’.

No offered grade.

Please, prepare for the exams according to the exam questions on the website of Department of Prosthodontics, because the items have chanded in the last years.

Please note, that the „State-examquestions” testbook serves as an opportunity to practice. The exam questions on the board exam are not definitely the same, published in the book in the „State-examquestions”, those questions just help to prepare.

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 5, 2024



Prof. Dr. Péter Hermann  
Head of Department