



SEMMELWEIS UNIVERSITY

FACULTY OF DENTISTRY

Department of Prosthodontics

Director

PROF. DR. PÉTER HERMANN

### Appendix especially for the II-nd year students in the 2023/2024. 2nd. Semester

According to the Studies and Examination Regulation regarding to predecessor in title faculties of the Semmelweis University the rules of students' activity is completed with the followings: **The topic of Odontotechnology and Prosthodontic Preclinical Course:** Principal aim of this special education is to provide the students with a professional preclinical theoretical and manual exercise, used in the prosthodontics treatment procedures. It consists of the simulation of the clinical and technological stages on phantom heads.

(Syllabus of the seminars will be given on the 1-st lecture and on [semmelweis.hu/fogpotlastan/oktatas/angol](http://semmelweis.hu/fogpotlastan/oktatas/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.



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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.

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

Students must arrive for the lectures on time, otherwise they will disturb the lecturer and the audience. No extra seminars will be provided for missed seminars.

### **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 draven ones.

A partial seminar grade is unsatisfactory if the student's average is below a 2.0.

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

#### **Practices:**

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.

Practical grade is considered unsatisfactory if the average of the test grades are not over a 2,0 average. Failed written test means, that a student receives an unsatisfactory evaluation for a written test 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%

The clinical and laboratory work phases are graded separately.

In practicals, practical component marks may be replaced but not corrected.

The teacher will take digital photo documentation of the practical work phases.

At the end of the semester, the student will receive a partial practical grade, based on the average of the marks for each phase and the result of the final examination. The practical mark is the average of the partial seminar and the partial practical grades. The practical grade is unsatisfactory if the average of these components does not reach an average of 2.0.

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

A grade of "fail" is given if the student has not taken the final examination and has not made up the examination at the make-up opportunities, or if the student's absence from seminars/practicals exceeds the permitted 25%.

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

At the end of the semester, the student will receive a partial practical grade, based on the average of the marks for each phase and the result of the final examination. The practical mark is the average of the partial seminar and the partial practical grades. The practical grade is unsatisfactory if the average of these components does not reach an average of 2.0.

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

Attendance at seminars requiring personal attendance and attendance at practices is compulsory. No more than 25%-25% of the practices and the seminars requiring personal attendance 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.

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

#### **Grading of courses:**

Practical mark: The average of the partial practical grades and the partial seminar 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 partial practical grade from the valuation of their theoretical and practical work, such as behavior and attitude during the practices.(1-5 grades)

The partial practical grade is based on the marks for each stage of the work and the average of the result of the final examination paper (marks 1-5).

The practical mark is unsatisfactory if the average of the component marks is less than 2.0.

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

No offered grade.

***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.***

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

Budapest, February 12, 2024

Prof. Dr. Péter Hermann  
Head of Department

