

REGULATIONS FOR CLASSES IN THE SUBJECT: STRESS IN A DENTAL PRACTICE

For students of the 1st year of **Dentistry** program (English Division)
in the Department of Environmental Medicine and Epidemiology
The Faculty of Medical Sciences in Zabrze
in the academic year 2024/2025

Head of the Department: Associate Professor Janusz Kasperczyk, MD

Classes for the subject STRESS IN A DENTAL PRACTICE are conducted in accordance with the Study Regulations of the Medical University of Silesia in Katowice, constituting the Appendix 1 to Resolution No. 49/2025 of the Senate of SUM of July 16, 2025. and these Regulations.

§1

Principles of participation in the classes

1. Classes (seminars) are held according to the schedule set by the Dean.
2. In the case of remote lectures, the Head of the Unit may change the schedule; information regarding the date and platform will be announced on the Unit's website and communicated to the Dean's Office.
3. Attendance at all forms of classes (seminars) is mandatory.
4. The student is required to attend classes with the assigned student group or in accordance with an Individual Organization of Studies (IOS) plan approved by the Dean.
5. Students are required to arrive punctually for in-person classes and log in punctually for e-learning classes.
6. Students must come prepared for the class based on the provided reading materials. Lack of preparation will be considered as a failure to pass the class.
7. During classes held at the University, the student is obligated to:
 - maintain medical confidentiality and adhere to data protection laws in line with GDPR,
 - abide by the oath and regulations of SUM, including respecting the dignity of all participants in the learning process and upholding the good name of the University,
 - comply with health and safety regulations ,
 - use personal protective equipment as instructed by the Department.
8. Students must care for the teaching environment, ensuring cleanliness and the proper condition of the equipment used. Any defects should be reported to the academic staff. In the event of damage, a Medical Equipment Damage Report will be prepared. Students are liable for intentional damages.
9. Food consumption and bringing unnecessary personal items into class are prohibited; personal items should be stored in the cloakroom .
10. Students are obliged to comply with the prohibitions specified in the Study Regulations of SUM, including in particular:
 - consuming alcohol or being under the influence of alcohol on University premises,
 - possessing, using, or distributing narcotic or psychoactive substances,
 - bringing and using objects that may pose a threat to life or health. The use of electronic devices and audiovisual recording is strictly prohibited during classes and assessments.

11. All teaching materials are protected by intellectual property rights. Any violation (e.g., recording, photographing, copying) will result in disciplinary action.
12. Students are obliged to notify the Dean of any violations of University regulations.

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Rules for Excusing Absences and Making Up Classes

1. All absences must be justified by presenting the relevant documentation (e.g., medical certificate) to the instructor within five working days after the cause of the absence.
2. Absence excuses must follow §15 of the Study Regulations at SUM.
3. Missed classes should be made up with another group at a time agreed with the Unit Head or their representative.
4. Regardless of the reason for absence, students must undergo a verification of the acquired learning outcomes under terms set by the Unit Head or their representative.

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Rules for Passing Classes

1. The condition for passing the course is attendance in all scheduled forms of classes (lectures and seminars) and receiving positive grades in all assessment tests (oral or written) that verify learning outcomes.
2. In case of a student's absence from an assessment test on the scheduled date, they may attend the next date set by the teacher, which will be treated as a retake.
3. The student has the right to retake each assessment test twice.
4. If the student fails the test despite two retake attempts, they are entitled to take a comprehensive assessment test (oral/written) covering the entire material included in lectures, seminars, and recommended literature.
5. The dates of assessment tests are determined by the Head of the Unit conducting the course.
6. Failure to attend the assessment test on the date set by the Head of the Unit results in the loss of that assessment opportunity.

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Rules for Final Course Assessment

1. The final assessment of the course Social Dentistry is conducted after the first semester.
2. Admission to the final assessment requires completion of all forms of classes (lectures and seminars).
3. Failure to complete the course or unjustified absence from the final assessment results in failure of the course.
4. The scope of the final assessment includes materials from lectures, seminars, and recommended literature.
5. The final assessment is conducted in written test form.
6. In case of failure, the student is entitled to two retake attempts.
7. During the final assessment, any form of communication with third parties, use of electronic devices, or auxiliary materials is strictly prohibited. Violation results in immediate failure.

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Rules for consultations with the academic teacher

Consultations with the academic teacher are conducted according to the schedule available on the Department's website: <http://medsrod.sum.edu.pl>

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Ongoing administrative matters related to teaching

1. Matters related to teaching, such as submitting requests for making up classes, should be handled electronically:
 - a. contact with the Department's office: email address: medsrod@sum.edu.pl
 - b. contact with the **Course Coordinator, Dr. Alina Mroczek:** amroczek@sum.edu.pl
2. Electronic correspondence with SUM employees and entities should be conducted via the student's email account.
3. The student is obliged to read messages sent to their account in the domain s.....@365.sum.edu.pl.

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Disputed issues and those not covered by these regulations will be resolved in accordance with the current Study Regulations of the Medical University of Silesia in Katowice, which constitutes Annex No. 1 to Resolution No. 37/2024 of the SUM Senate dated June 18, 2024.

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Depending on the current epidemic situation and the resulting Ordinances of the Rector of the Medical University of Silesia, changes to the mode and form of conducting classes, assessments, and exams may be introduced .

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The regulations come into effect on **February 1, 2025.**

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Signature of the Head of the Unit implementing the course

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Signature of the Dean of the Faculty of Medical Sciences in Zabrze