**Internal rules of Periodontology**

**Year V winter semester in academic year 2019/2020**

1. The conditions of receiving a credit for Periodontology classes are: obligatory attendance at the classes, knowledge of theory provided during seminars - both interactive one (being introduction for clinical classes) and basics seminars. Apart from that, performing adequate number of clinical procedures by a student, and passing the practical exam is needed.
2. Attendance at all seminar classes is required. In case of absence from the seminar, it is necessary to pass the material on the seminar subject orally with the teacher. According to the study regulations (& 13 point 4), every absence from classes "requires justification and re-doing classes, in agreement with the person conducting the classes, immediately after the reason for absence has ceased. " In the case of four or more absences it is not possible to re-do classes and it is necessary to repeat the subject in the next academic year.
3. Student is obligated to be punctual during seminars and clinical classes. Each arrival of 20 minutes late and more results in absence in classes. Three late arrivals up to 20 minutes cause one unexcused absence.
4. During seminars and clinical classes Student can not leave the classroom without knowledge and Teachers agreement.
5. Complete program of seminars and clinical classes with recommended literature is given for Students information during first clinical class and is available on notice board of Periodontal Department.
6. During the first class each Assistant inform students about his consultation hours in which it is available.
7. The condition of passing the theoretical part of the exercises are: positive grades from written test for II, III and IV topics (failed test have to be corrected orally with Assistant or Head of the Department), and knowledge of the theory according to the exercise program checked during each class during oral answers at the Assistant or the Head of the Department and passing the final test for the whole year of Periodontology and Oral Pathology on January 30, 2020. The final test covers 60 questions (45 from Periodontology and 15 from Oral mucosa diseases) containing 5 distractors and arranged according to LDEK guidelines. The pass test threshold is> 60%.
8. The student has the right to verify written test with Assistants after obtaining information about their results and the results of the final test with the Head of the Department on the day following the announcement of the test results.
9. The first conditions for passing the practical part of the exercises is to perform the appropriate number of clinical procedures (according to the specification). The Assistant write in procedures into the student card at the end of the class.
10. The second condition for passing the practical part of the exercises is passing the practical exam at periodontology specialist (it can not be the teacher conducting the classes) The exam consists in fulfilment of periodontological examination for patient with periodontitis and planning of complete integrated treatment.
11. Students must wear properly for classes, with clean and neat lab coat and clothes, changes shoes, own laboratory gloves, short or tied hair, without jeweler and with identifier on her/him. During classes use of phone is forbidden.
12. All personal items need to be left in cloakroom, or in the locker cabinet. Department of Periodontology and Oral Pathology takes no responsibility for items left in locker cabinets and cloakrooms.
13. At the beginning of the classes, Teacher assigns patient to students. Student is obligated to lead patient during whole procedure. At every point of procedure, Teacher decides whether the proposition of treatment is correctly assigned by a Student, and also Teacher decides if the procedure is done, and that Student can finish it. Student is obligated to provide next medical visit for patient, if one is needed.
14. Dental tools and equipment Student gets from the nurse in the clinical classroom . Student is responsible also financially, for all equipment provided him at the beginning of classes, in case of its loosing or damage.
15. Each incident of stabbing with the needle or other sharp object has to be absolutely reported to the Teacher.
16. The final exam can be taken if - Periodontal disease and Oral mucosa diseases are passed. The final exam is oral. There is a possibility of exemption from the exam, provided that an average minimum of 4.51 calculated from grades obtained from Periodontology from year IV, Periodontology from year V, Oral mucous diseases from year V, practical exam and passing the final test (none of these grades can be 3.5 or 3.0).In case of all problematic matters decision is made by Head of Department
17. In dispute matters, the final decision is made by the Head of the Department.
18. All matters not provided in this Statute are resolved by Study Regulations and other documents that settle didactical matters on the Faculty, and University.

Academic year 2019/2020

Signature of the Teacher Signature of Student