

MANCHESTER
1824

MANSOORA
MANCHESTER
DENTAL
PROGRAM

Student Guide for Year one

By

Year Director

Dr Samah Khaled

Special thanks to

Dr. Mohamed Abdulrahman

Student Guide

Year One – MMDP

2023/2024

I- Administrative staff:

The Staff members:

Program director: Prof Dr/ Radwa Emera

Year director: Dr/ Samah Khaled

Academic organizer: Dr/ Elham Hassan

Clinical organizer: Dr/Sally Abdelsamea

E-communication: Program Director: director@mmdp.mans.edu.eg •

Program email: mmdp@mans.edu.eg

The Co-staff members:

Students Affairs: Mrs. Bossy Mohamed Ahmed, Mrs. Kamilia Fekry, Mrs. Sheren Shawky

Program secretariat: Mrs. Ghada Ezzat

II-Year one time plan (2024-2025)

i-Semester one plan

Starting at 7/10/2024 and ends at 23/1/2025

Activity	Date
Cases (from case 0-case 5) & lectures	will start at 13/10/2024
Key Procedural Test 1 (KPT 1),	during the 2nd week of case 3
Key Procedural Test 2 (KPT2),	during the 2nd week of case 5
Formative Exams	will be held in December 2024

Mid-year Vacation: starting at 25/1/2025 and ends 9/2/2025

ii-Semester Two plan:

Starts at 9/2/2025

Activity	Date
Cases (from case 6-11)	will start at 9/2/2025
Key Procedure Test 3	during the 2nd week of case 8
Key Procedure Test 4	during the 2nd week of case 10
Summative Exams	Will Start at the 1st Half of June /2025

III- ATTENDANCE:

100% attendance is expected at Enquiry-based learning groups, lectures and symposia, dental clinics and practical classes. According to the program by-law, student must attend at least 75% of all theoretical, clinical, and practical classes. If you do not achieve this percentage; you will not be eligible for the final exams' entry.

N.B. The practical content of the anatomy and histology (general and oral) will be assessed through anatomy spotter exam which is a part of course work assessment. The clinical contents in clinical sessions will be assessed by KPTs.

□ The Key Procedural Tests (KPT):

These KPTs assess your progress with clinical skills. These are classroom tests performed against clear criteria. The students will perform a set of tasks while being observed by a staff member. 4 successful attempts will be allowed to be qualified for the final summative exam. If not attained, a **KPT Re-take** will be undertaken before sign up, (Before calculating the percentage of course work marks).

Student conduct during the clinical and academic sessions:

The faculty of dentistry has the power to exclude a student from the course, even if their academic performance is satisfactory, if they feel that the attitude of the student is not consistent with the standards required of the profession.

IV- The course work for year one:

It includes (EBL sessions, Anatomy spotter, poster presentation)

- a- **EBL:** 11 cases (2 sessions per case) including an assessed activity at the end of each case (11 cases all over the year, 12 degrees per each= 132 marks).

N.B: Regarding the students who joined late to the program, and they missed a number of EBL cases **due to accepted reasons**, the program administration will calculate the grades of the missed sessions using an arithmetic factor from the actual grades obtained by the student during his evaluation of the EBL sessions he attended and the spotter grade.

- b- **Anatomy spotter** (60 marks) it includes both anatomy and histology (general &oral) spotter exam. The students must attain at least **30%** of the total mark to pass and if he failed a retake exam will be undertaken (**only one chance**). If the student does not achieve this percentage in a re-set exam; he will be **forbidden** from the final exam entry.
- c- **The Poster:** In semesters 2 you will work in a group of 4-5 students to produce a scientific poster, which will be displayed during the poster session **in the first 2 weeks of April**. The degree of poster presentation is 40 marks; 30 for the group performance and 10 for the student evaluation. Anatomy **The spotter exam:** will be held in the 3rd week of April
Retake in anatomy spotter: will be held in the 4th week of April

V- Sign-up week, (2-3 weeks before summative exams):

Student must attain at least **60%** of the total marks of course work to be qualified for the final exam, (139.5/232). If he doesn't achieve that percentage; he will be given only one chance to achieve that percentage otherwise will be **forbidden from the final exam entry.**

Formative exam MUST BE ATTENDED and 50 % will be ACCEPTED as degree of success. IF 50 % was not achieved A RETAKE will be taken for ONE TIME . Otherwise the student will be FORBIDDEN from final exam.

VI- Assessment methods and category for 1st year MMDP:

Assessment category	Assessment methods			marks
	Category weight	Mechanic of assessment	Relative weight	
1- Course work	0.392	EBL	0.56	132
		Anatomy spotter	0.26	60
		Poster presentation	0.18	40
				232 (course work)
2- Online exam	0.304	MCQ		180
3- Written exam	0.304	SAP		180
				592 (total)
		KPT TESTS	I , II, III, IV	-----
HUMAN RIGHTS	-----	written	-----	-----
E- LANGUAGE	-----	written	-----	-----

*Pass/fail assessment item. The item is not included in the overall point calculation.

Examinations/Assessments		
September - May	Summative EBL Coursework evaluations	EBL Session 3 assessments (1 every 2 weeks)
January <i>Mid year</i>	Formative examinations	<input type="checkbox"/> MCQ Exam 60 Questions (all topics in lectures) = 90 marks <input type="checkbox"/> Short Answer Paper 5 Q's (clinical)= 90 marks <input type="checkbox"/> Anatomy spotter (General anatomy+ Dental anatomy+ Oral histology +General histology)
April	Summative	Poster Presentation :40 marks
May	Sign-up meetings	Meeting to assess progress for each student and decide suitability for entry to year-end exams. <i>Course work: 60% (139.2\232).</i> <i>Anatomy Spotter: At least;30%(20\60)</i> <i>KPT tests: at least pass in 2 from 4</i>
May-June	Summative examinations	<ul style="list-style-type: none"> MCQ Exam 120 Questions (all topics) = 180 marks Short Answer Paper 10 Q's (clinical) = 180 marks

i- Multiple-choice questions (MCO):

You will have an **MCO examination** in June covering all aspects of the year topics and comprising bioscience (70%) and clinical (30%) topics. The MCQ examination is achieved online. The MCQ exam will have 120 questions to be answered in 3 hours with 180 marks. The student must attain 108 marks for pass.

ii- Short answer paper (SAP):

You will have an SAP examination in June covering clinical aspects only. The June SAP will have 10 questions to be answered in 3 hours with 180 marks. The student must attain 108 marks for passing the exam.

Examination Results

Your result will be declared as:

Excellent : >85%

Very good:>75%

Good: >65%

Pass: >60%

Fail :<60%. Of the total mark

Re-sits examinations:

- 1- If you fail during the first academic year , you will have a re-sit exam in the summer.
- 2- A summer exam (August/ September) is planned for students who failed during the course.
- 3-If you fail the summer exam, you will repeat during the next year.

VII- Important things student must know:

- According to the program by-law, a student's failure in one of the academic courses results in failure in the rest of the year courses.
- It is necessary to pay the tuition fees on time, otherwise the student will not be deprived of knowing the results of his various exams
- The Department of Youth Welfare at the college carries out many sports, artistic and cultural activities and trips, and whoever has a hobby or activity initiates registration in youth care
- Student Affairs Office: It is one of the administrative places that deal with students starting from the student's enrollment in the program until the completion of the procedures for graduating from the college. It is located on the fourth floor (the administrative location of the program).
- Program secretariat: Form an important office in completing the enrollment procedures for the student and following up and indexing the files of the student's scientific and disciplinary activity over the five years of the program. It is located on the fourth floor (he administrative location of the program).
- **Attendance** during all activities will be monitored. Non attendance at any activity will be reported to the undergraduate office and, in line with year1 regulations, two absences will require you to meet with a year director to give an explanation. Significant absences or those without a satisfactory explanation will be reported to the programme director and your continuation on the course may be in jeopardy. late arrival at any session may also be logged as non-attendance at the notes of the tutor or supervisor. Persistent lateness may be deemed to constitute unsatisfactory attendance. Attendance of less than 75% of the total year activity can reflect an unprofessional attitude and may mean students are excluded from the examinations

- **As for the sick excuses to overlook the absence:** No medical certificate from a private clinic is recognized. Coordination is made with the Student Affairs Department in the program to transfer the student to the Student Hospital to examine him and indicate whether he needs a sick leave or not. It is not permissible to submit a request to override the absence after one week of absence.
- If circumstances require and the student is detained in a government hospital, he must notify the student's affairs and bring proof of that

Finally,.....

- A student's failure in English & Scientific Terminology only in the year one does not entail failure in the academic year but must be passed in the year two.
- Contemporary issues subject is not a pass or fail subject, except for the fifth year, the student will not graduate without passing it

VIII- Professionalism

Developing professionalism is an important part of the programme and is continually assessed.

If the student's behaviour exceeds or falls below that expected a note will go to the year lead for action according to a "traffic light system"

AMBER : 'Of Concern' Note (minor incidents of unprofessional behaviour).

RED : 'Serious Concern' Note (serious incident of unprofessional behaviour).

GREEN : 'Professionalism excellence' Note.

Such notes may be generated by any staff members including technical, nursing and support staff.

MMDP Student's Professionalism Evaluation Key



Appearance		Penalty (-marks)	Extra Action
1	Neat standard dress code	10	Leave Clinic
2	Visible name tag with proper positioning	5	-----
3	Hair, moustaches, and beards must keep neatly trimmed, long hair must be pulled back, Fingernails should be kept clean, smooth, and sufficiently short	10	Leave Clinic
4	Proper personal and oral hygiene	5	-----
Ethics			
5	Chewing gum, candy, food, and beverages are not allowed in the clinical area.	5	-----
6	Cell phones are put to vibrating mode during clinical session.	5	-----
7	Respect the authority and commands of the delegate	15	Leave Clinic
8	Lead work in silence and tranquility.	5	-----
9	Take delegate's permission before leaving during working time.	5	-----
Communication / Interpersonal Skills			
10	Positive communication with the assistant team, colleagues, and patients.	5	-----
11	Appropriate response to the instructions of clinical instructor.	15	Leave Clinic
Working Area			
12	Cubicle is organized with proper arrangement of instruments and materials.	5	-----
13	Proper dental chair/ operator position.	5	-----
14	Proper handling of the equipment to avoid any misuse or damage.	5	-----
15	Avoid any action that threatens the safety of the patient /clinics.	10	Leave Clinic
16	Commit to the clinics' working time.	5	-----
Infection control			
17	No sandals or open-toed shoes worn in clinic or lab.	10	Leave Clinic
18	Jewelry / accessories removed except smooth wedding rings/ small earrings.	5	-----
19	Cubicle well prepared by proper infection control measures before treatment.	5	-----
20	Washing hands before and after using the gloves.	5	-----
21	Using Protective personal equipment (PPE).	10	Leave Clinic
22	Reducing spread of microorganisms during practice. (Field isolation and high suction)	5	-----
23	Strictly follow the policy of waste management.	5	-----
24	Do not pick up and /or reuse fell down instruments.	10	Leave Clinic

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Program Director
Prof D. Radwa Emera

Year one Director
ASS.Prof D. Samah Khaled