

LEBANESE UNIVERSITY

FACULTY OF DENTAL MEDICINE

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STUDENT GUIDE

2020 - 2021

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Take to give ...

Since my appointment as Dean of the Faculty of Dental Medicine, I fulfilled my first dreams as a student when the Faculty establishment took its first steps under the tutelage of the Antonine Maronite Order and the University of Louvain (Belgium). During that period, the first graduating class of the Lebanese University had no future. The means of hope were then exceedingly limited despite the great promises that flooded our ears. The establishment of the Faculty of Medical Sciences in the mid-1983s was, in a way, the crystallization of our hopes and we were all finally delighted to see the birth of an institution that could house so many dreams under one roof. The hard years started to wear off and the good weather came after the rain!



The "Section of Dental Medicine" of the Faculty of Medical Sciences at the Lebanese University was the scientific platform that allowed us, meanwhile, to flourish by giving to our students the quality of care and the humanitarianism that they deserve!

The mission of the Faculty of Dental Medicine at the Lebanese University is to provide higher education and preparation for a successful professional life and to conduct modern scientific research within the framework of Dental Medicine. The initiation of these programs is a new proof of the ongoing activities in this field.

Even if the political and economic situation of the country had a negative impact and is still affecting the workflow of the University, it was nothing more than an incentive to insist more on perseverance in work while continuing to give and give. The aim of the University above all is to serve the Lebanese society by inspiring its youth and finding ways to advance it scientifically, morally and culturally.

It is not surprising, that the level of education of any higher education institution is measured according to many pillars: the educational organization, the degree of qualification, the educational programs and their levels in quantity and quality.

This long tough journey has taught us to never give up, to follow our dreams, and persevere to achieve them and allow future generations to dream of a better future too! Take in order to give has become our Modus Vivendi.

This way of life and of being had initiated and taught us to take, grab, and earn in order to better give, offer, help, serve, grant, transmit and share. This section, which became a Faculty in 1999, taught us altruism, friendliness, benevolence, dedication and generosity, a prestigious institution where students, teachers and administration are able to overcome obstacles, barriers, and setbacks to achieve their hope of excellence.

*Professor Toni Zeinoun
Dean, Faculty of Dental Medicine*

2. GENERAL DESCRIPTION

2.1. Introduction

The Faculty of Dental Medicine (FDM) at the Lebanese University is a public higher education institution. The decree-law made it possible in 1996 to unify sections 1 and 2 and became an independent faculty no longer part of the Faculty of Medical Sciences.

On the 6th of April 1999, by ministerial decree n° 427 an autonomous Faculty was created: **The Faculty of Dental Medicine.**

Since its creation in 1983, the university curriculum of the Faculty of Dental Medicine have consisted of five years of study leading to the Diploma of Dental Surgery. The first university year is common with the Faculties of Medicine and Pharmacy at the Faculty of Sciences of the Lebanese University.

The next four university years are completed at the Faculty of Dental Medicine. Each academic year is divided into two semesters. At the end of the curriculum, the student who obtains the diploma of Dental Surgery can pursue postgraduate studies over three years ending up with a professional master M2.

The Faculty of Dental Medicine is an innovative faculty with an oral and dental care center that offers equitable, varied, and high-quality ambulatory care to a diverse population coming from different Lebanese regions.

The FDM offers nine professional postgraduate master's degrees: Forensic Dentistry, Anthropology and Human Identification, Forensic Medical Investigation and Disaster and Crime Scene Management, Oral Medicine and Maxillofacial Radiology, Oral Surgery, Orthodontics, Pediatric Dentistry and Public Health, Periodontology, Prosthodontics, Restorative and Esthetic Dentistry and Endodontics

In addition, a Doctorate in Odontological Sciences has been created since 1994. For the time being, this doctorate is not open to the public and is reserved only for faculty teachers who wish to pursue an academic curriculum at the Faculty.

2.2. Mission

Inspired by the global mission of the Lebanese University, the Faculty of Dental Medicine works to train dental health professionals and integrate them into Lebanese and international societies by giving them the necessary scientific, intellectual, moral, and ethical background:

- Prepare and develop academic and clinical programs based on the science of evidence and critical thinking

- Ensure an administrative and academic culture in accordance with quality standards
- Promote scientific research and continuing education
- Work to raise the level of oral health and preventive education in Lebanese society.

2.3. Vision

The Faculty of Dental Medicine at the Lebanese University aims to distinguish itself in the formation of general dentists and specialists in Lebanon. It aims to help them integrate the society following a training based on respect of the patient and each other, and to promote necessary care in accordance with the highest standard levels in most modern countries. Thus, the Faculty provides service to communities residing in Lebanon by offering high quality care at reduced prices without discrimination of race, religion, or color.

2.4. Values

The Faculty seeks to achieve its mission and vision through the following values:

- Equal rights to education and health
- Civil, health, and moral liability
- Respect for administrative and social transparency
- Respect for cultural, social, and economic diversity.

2.5. Objectives

The objectives of the Faculty are multiple such as:

- Develop academic programs
- Place more emphasis on the statement of competencies in curriculum standards
- Emphasize the creation of an educational environment, as well as goals that emphasize critical thinking and prepare graduates to become followers of lifelong learning

- Systematize the academic accreditation process, particularly with regard to the essential criteria for evaluating the quality of educational programs
- Promote an educational environment that encourages innovation and constant improvement
- Protect the public interest.

2.6. Faculty Council

The Faculty Council consists of the following members:

- The Dean as Chairman of the Faculty Council.
- The Heads of Academic Departments in alphabetical order:
 - o Forensic Dentistry, Anthropology and Human Identification
 - o Fundamental Sciences
 - o Oral and Maxillofacial Surgery
 - o Oral Medicine and Maxillofacial Radiology
 - o Orthodontics and Dentofacial Orthopedics
 - o Pediatric Dentistry and Dental Public Health
 - o Periodontology
 - o Removable and Fixed Prosthodontics
 - o Restorative and Esthetic Dentistry and Endodontics.
- The Director of Research Center
- The Representative of teaching staff at the FDM Council
- The Representative of teaching staff at the Council of the Lebanese University
- The Student Representative as an observer (Law 75/67 Articles 85 and 86)
- The General Secretary of the FDM

2.7. Teaching staff

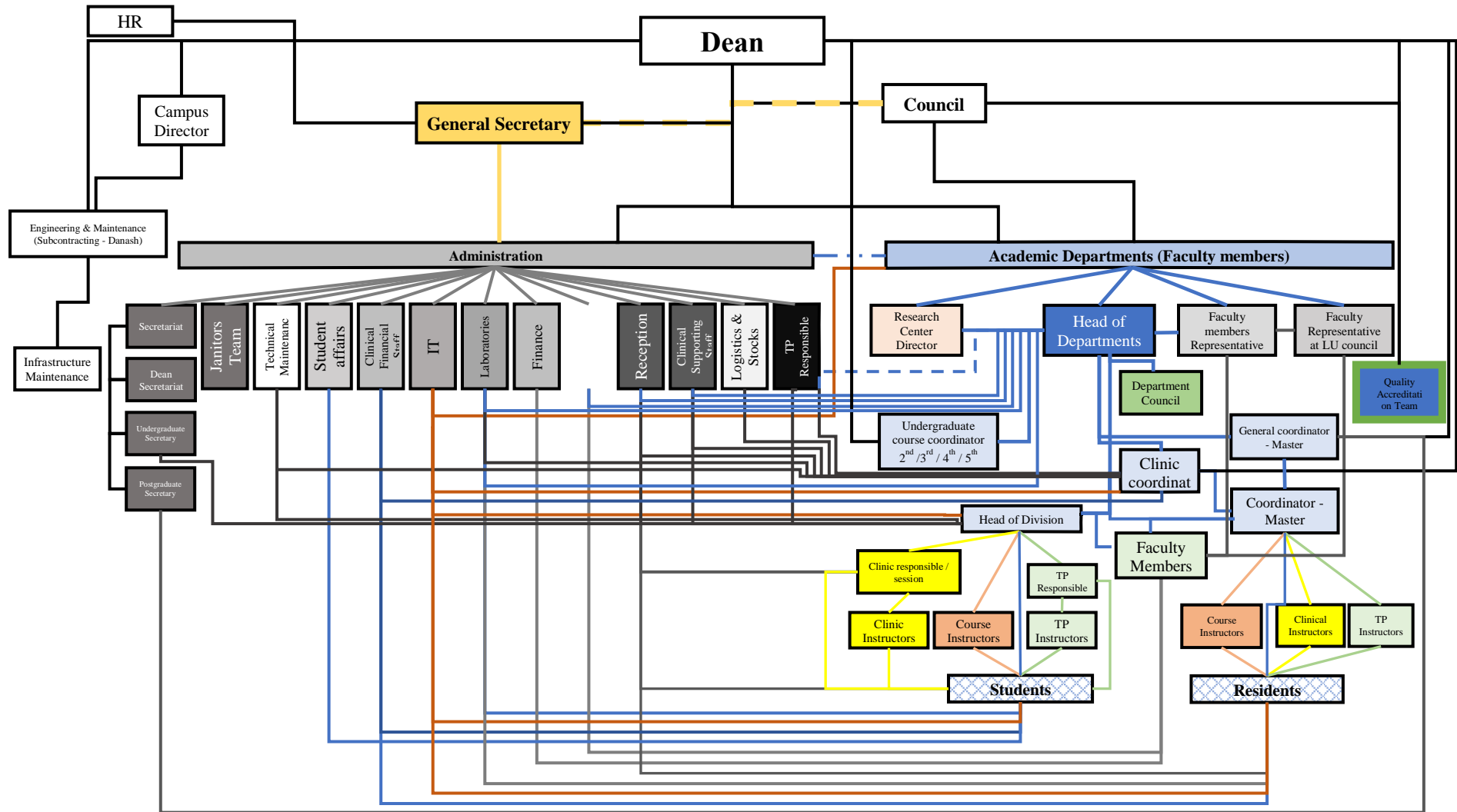
Staff consists of full-time and part-time teachers with Doctorates in Odontological Sciences, PhD, Masters and / or University Diplomas. They are graduates of different national and international universities (European, American, North African) who enhance the academic program by bringing knowledge from different dental schools in the world. Most teachers are specialized dentists, teachers with Doctorate in Basic and Odontological Sciences, medical specialists, as well as qualified specialists in computer science and management.

2.8. Academic advisors

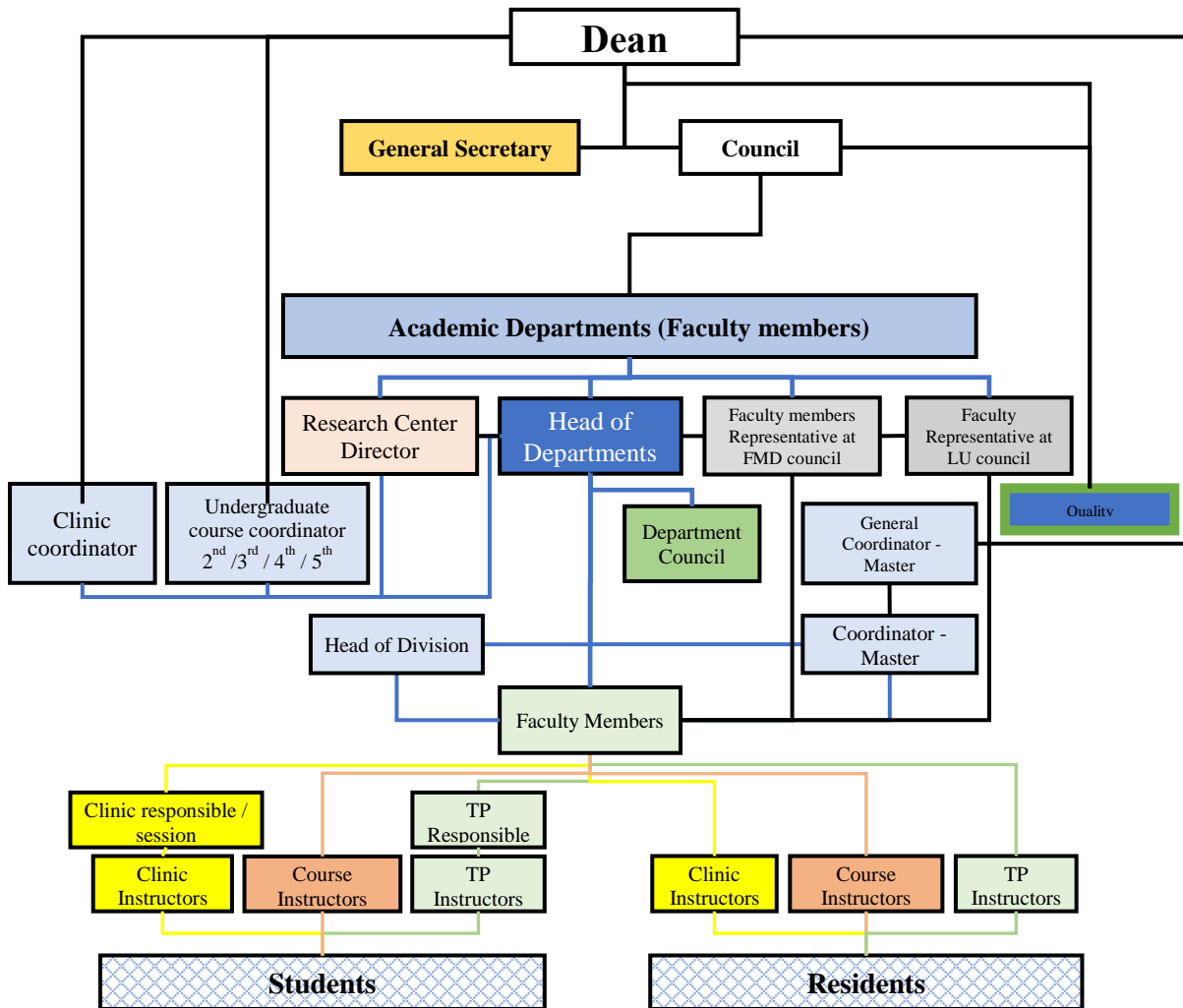
Two Academic advisors are appointed at the start of each university year by the Dean. Their role is to:

- Provide assistance and support to residents in academic, professional, and personal development
- Ensure the harmony of the class
- Provide advice and support to students in any event of a personal / family emergency
- Assist class delegates to resolve students' problems and complaints
- Monitor the academic progress of students
- Show respect and promote ethical behavior
- Facilitate and help in the various social activities that take place at the Faculty (sports, education, graduation ceremony, etc.)
- Play the role of mediator between the Dean and the students.

2.9. Organizational chart



Simplified Organizational / Governance chart of the program



2.10. Formation degrees proposed at the FDM

The Faculty of Dental Medicine is an innovative faculty providing a high-level education based on theoretical, practical, and clinical learning as well as the acquisition of the skills required to become a professional and responsible dental surgeon. Its care center provides high-quality management of oral and dental care, with continuous focus on patient satisfaction. The following degrees are offered .:

Formation of Dental Surgery	5 years	Diploma of Dental Surgery
M2 Master Professional	3 years	<ul style="list-style-type: none"> - Forensic Dentistry, Anthropology and Human Identification - Oral Medicine and Maxillofacial Radiology - Oral Surgery - Orthodontics - Pediatric Dentistry and Public Health - Periodontology - Prosthodontics - Restorative and Esthetic Dentistry and Endodontics
	2 years	- Forensic Medical Investigation and Disaster and Crime Scene Management.
Master of Sciences	5 years	- Oral and Maxillofacial Surgery
Doctorate	At least 2 years	Doctorate in Odontological Sciences

2.11. Annual holidays

Annual leave is set by the Rectorate of the Lebanese University.

3. ADMISSION TO THE FDM

Admission at the Faculty of Dental Medicine is possible at the second or third year of the academic curriculum.

3.1. Second year admission

Students who completed the first year of Biology at the Faculty of Sciences, with a general average greater than or equal to 12/20, are eligible to participate in the competitive entrance examination of the Faculty of Dental Medicine, according to the programs of the Faculty of Sciences.

However, students with a curriculum from another university equivalent to that of the Faculty of Sciences at Lebanese University, and validated by it, may present competitive entrance examination of the FDM.

The competitive entrance examination of the Faculty of Dentistry, in its French and English sections, includes written exams (common with the Faculty of Medicine and Pharmacy) and a manual aptitude test for drawing and wax sculpting. For the manual aptitude test the student must have a white lab coat, pencil, wax knife and a geometric set.

The Faculty Council annually determines the number of students who will be admitted to the second year. Therefore, students admitted to the FDM are those who have passed the competitive examination and occupied by descending order the number determined by the Faculty Council previously.

Children of Lebanese University employees and teachers who present the competitive entrance exam must have an average of twelve or more to be admitted.

3.2. Third year admission

The student who wants to continue his/her studies at FDM, after having successfully completed his second year in dentistry in another faculty, must undergo a theoretical and practical exam and obtain an average of 12/20 or more to be admitted to the 3rd year. The number of admitted students must not exceed 10% of the entire number of students in the class.

4. REGISTRATION AT THE FDM

4.1. General rules

The applications required for registration are available to students on the faculty's website.

The required documents are:

- An extract of civil status
- A second part Baccalaureate certificate issued by the Lebanese State or its equivalent
- A proof of passing the first year of biology at the Faculty of Sciences (with an average of 12 or above) or its equivalent.
- Two certified passport size photos

Registration must be done at the beginning of the academic year. A registration fee is paid.

Students who have passed the competitive exam and admitted in the second year should register no later than 10 days after the announcement of the competitive exams.

Registered students must renew their registration annually at the beginning of every academic year.

All these details are available on the website of the Faculty of Dental Medicine.

4.2. Student card

Following the registration, the student affairs department supplies each student with a multi-service ID card for him/her to keep throughout his/her annual curriculum at the Faculty. This ID card gives the student access to the university library.

- All regularly registered residents will receive their IDs from the student affairs services in October.
- It is mandatory for all faculty activities requiring identity card control.
- It is particularly essential during theoretical exams.

4.3. Numerical identity

When registering at the Faculty, each student receives a username and password allowing him/her to access an institutional e-mail address (Type "abcd@ul.edu.lb"), to have a secure private personnel environment, download some softwares, consult course materials on the website, or access the university's virtual library system.

4.4. Medical and accidental insurance

When registering, the student pays a minimum annual contribution for insurance against the risk of illness or accident. He/she is registered with the National Social Security Fund. This is not valid in the case of prior coverage with the National Social Security Fund.

5. WELCOME AND ORIENTATION OF NEW STUDENTS

5.1. Welcome to the Faculty: «Orientation Session»

At the start of the academic year, newly admitted students are invited to an "Orientation Session" where they are informed about the applicable regulations and have the opportunity to meet students from all years in a friendly environment.

A series of presentations is organized on various subjects such as: regulations applicable within the confines of the Faculty premises, code of ethics, faculty maps, safety instructions, and evacuation protocol in case of accidents or disasters.

At the end of the "Orientation Session", a guided tour in the different departments is organized. The welcome ends with a cocktail in the presence of the Dean and members of the Faculty

5.2. Lockers and drawers

A distribution of lockers, cupboards, and drawers takes place at the beginning of the academic year. Changing dressing rooms are available for students.

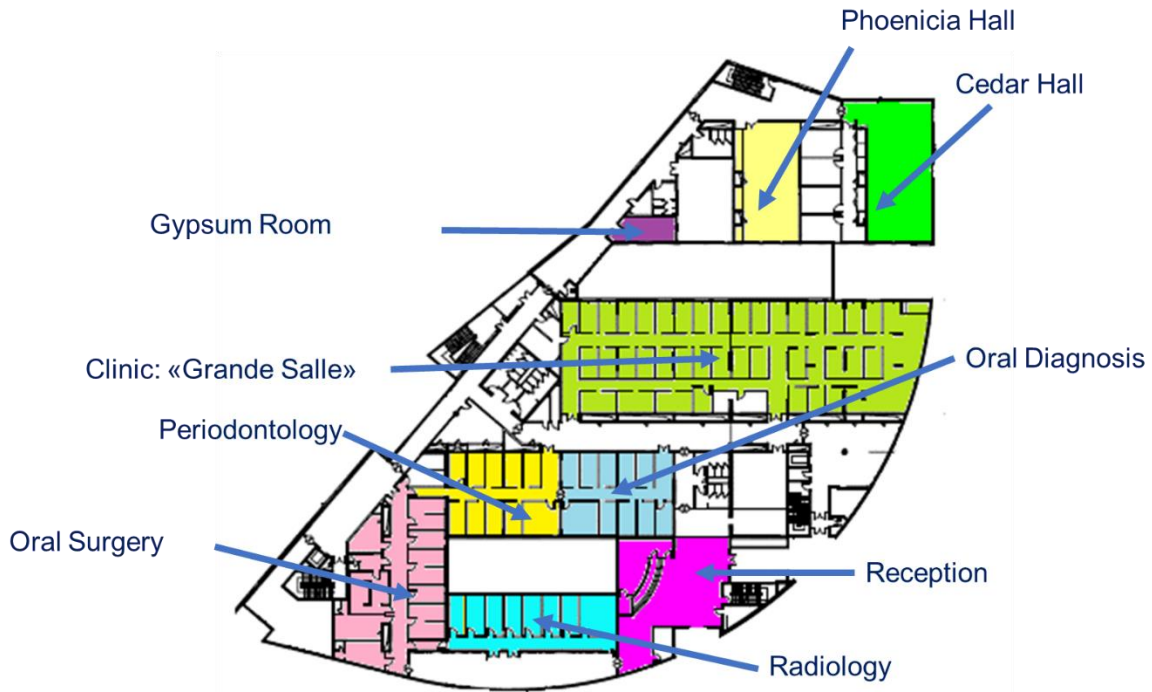
5.3. Welcome in each department

At the first session in the department, students are informed about the internal regulations, the necessary equipment and the products needed for the good progress of the preclinical, practical, and clinical work, as well as the methods of evaluation.

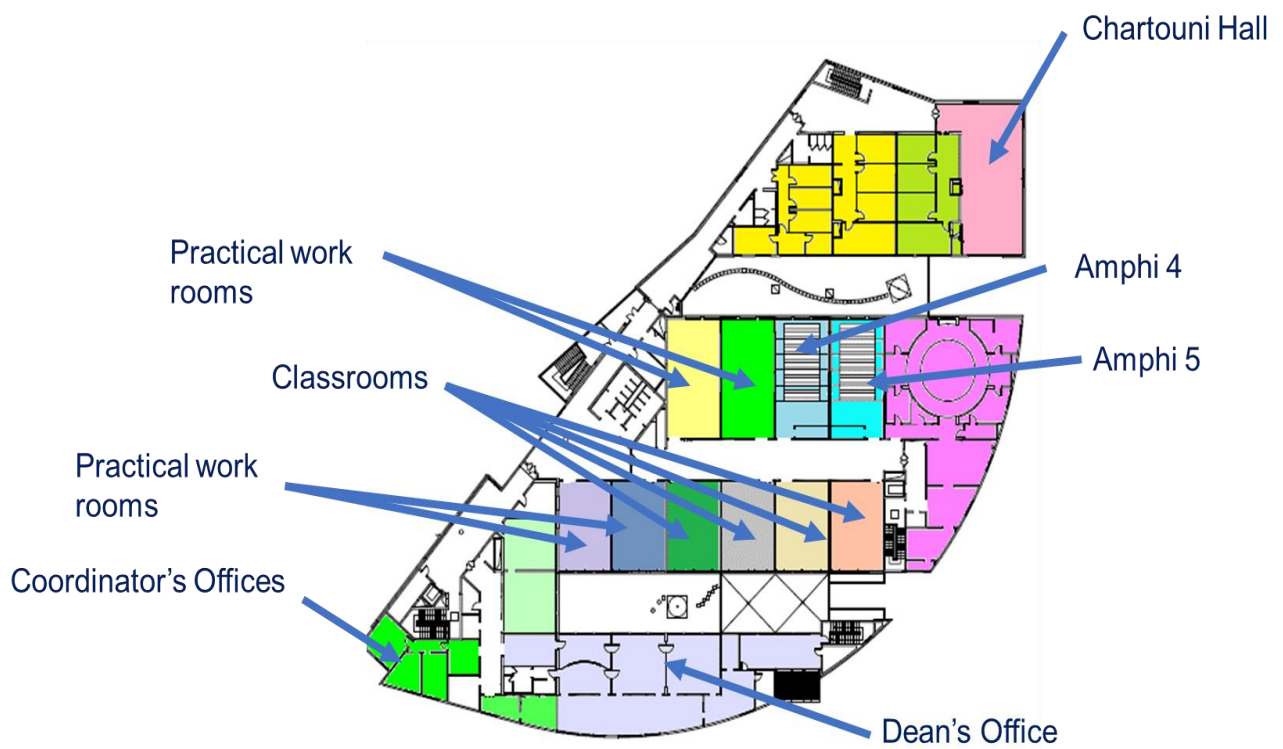
The internal regulations and the list of equipment and products of each department are listed in the appendices of this guide.

5.4. Faculty maps

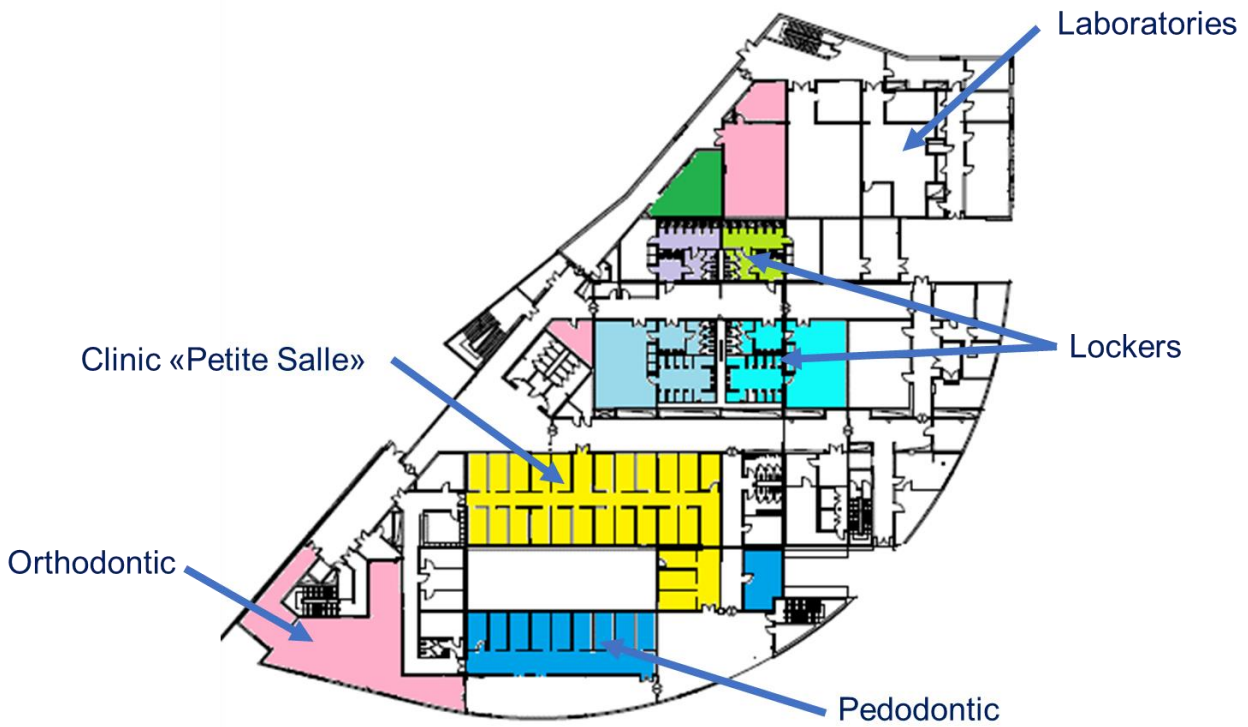
First floor



Second floor



Ground floor



6. STUDENT REPRESENTATIVE

6.1. Election of the class delegate

Class delegates are elected at the start of each year for a mandate of one-year term which can be renewable.

Each class elects two delegates: one responsible for theoretical courses and the second for practical, and clinical work.

The student who wishes to run for the representative post applies to the office of the General Secretary of the Faculty at the beginning of the year one week prior to the date of elections.

The election takes place in the presence of the General Secretary and the class students. The first two candidates who obtain the greatest number of votes will be elected as the class delegate.

6.2. Job of the class delegate

The job of the class delegate consists of:

- He/she transmits the complaints of his/her colleagues to the academic advisor who tries to solve them. If necessary, the academic advisor and the delegate forward them to the Dean.
- He/she sends administrative and academic information to his/her colleagues using a fast mean of communication like WhatsApp or email.
- He/she is responsible for checking the proper functioning of audio-visual equipment, laboratory equipment, and practical work rooms before each theoretical course or each practical work session.
- He/she is responsible for controlling the cleanliness of classrooms and practical work rooms.
- He/she communicates with the teachers to ensure the workflow of lessons and practical work.

7. DISCIPLINE AND ETHICS AT THE FDM

7.1. General rules

Throughout his/her presence at the Faculty, the student must apply rules of discipline.

It is by applying these rules that he/she will be able to live in harmony with his/her colleagues, teachers, patients, and faculty staff.

Any violation of the rules is penalized. The penalties are those provided for by the general regulations of the Faculty.

7.2. General attitude of the student

The student should politely greet colleagues, employees, teachers, and patients.

Punctuality is essential during all activities within the Faculty. It works just as well at the beginning and at the end of activities.

The use of mobile phones is strictly prohibited in the dental care center, classrooms, and practical work rooms.

The student must wear the respective outfit adapted to the different activities of the Faculty.

He/she is prohibited from:

- Coming to the Faculty with his/her uniform
- Going outside the Faculty with his/her uniform
- Going home with his/her uniform.

The student must wear the regulatory badge at all the time so that he/she can be identified always by the teacher, patient, employee, and colleagues.

It is imperative to apply rigorous daily personal hygiene: hair, nails, and beard well cut and groomed. Wearing jewelry in the arms is prohibited during treatment sessions.

The uniform must be white, and the shoes blue (Crocs type); they should be kept clean.

7.2.1. In the classroom

Students are asked to be on time. Depending on the class schedule, they can wear their civilian clothes or their scrubs with a white overcoat and a clearly visible badge.

If the teacher is five to ten minutes late (he will then have to notify the class representative), the students should wait in the classroom itself.

During the lecture, the teacher will close the door of the classroom at the start of the lesson. No student will then be able to enter or leave without permission.

The duration of the lecture hour is fifty minutes. Beyond this time, the delegate can raise his/her arm to notify the teacher of the end of the lecture.

The room must be equipped with the necessary audio-visual equipment.

The board must be clean. Markers and a board eraser should always be available.

The student must imperatively have in his/her hands the developed outline of the given lecture. It should have been distributed by the teacher one week before the lecture in order to allow the delegate to photocopy and distributed it to his/her colleagues on time. Otherwise, it will be given once the course is completely finished.

Attendance at classes is compulsory. Absences are sanctioned according to the general regulations of the Faculty.

Teachers remain available for any information regarding the lectures, according to a schedule established by the teacher.

The room should be left clean, the chairs tidy, and clean board.

The cleaning service is authorized to throw away any object left by the students (notebook, book, etc.).

7.2.1. In the practical work room

The practical work allows the student to become familiar with the procedures that he/she will practice later in the clinic.

The student is required to be on time with his/her suitable uniform,

As soon as the practical work begins, no student is allowed to enter or leave the room without the teacher's permission.

Attendance at practical work is compulsory.

The room should be left clean, the chairs tidy and clean board.

The cleaning service is authorized to throw away any object left by the students.

7.2.1. In the dental care center

The student must present to the dental care center with his/her uniform, ten minutes before the start of his/her appointments. He/she will stay in his/her cubicle. He/she will apply the disinfection and sterilization rules recommended by the Faculty.

Uniform

- Clean white pants.
- Clean white coat.
- White overcoat.
- White socks.
- Blue shoes (Crocs type).
- White t-shirt (when necessary).
- Surgical mask.
- Blue cap (if vail, light Blue).
- Protective goggles.
- Regulatory badge with the name of the student.

7.2.2. Hygiene room

The FDM is one of the faculties of dental medicine in Lebanon to provide patients and young school children with an educational tool in the field of oral prevention.

7.3. Students attitude with patients

Respect for the patient condition, situation, and complaints are sacred. These values are never broken in any case, time or situation.

The students contact with the patient should be polite and personalized. The patient is called by his/her last name preceded by his title. In the waiting room, the student present to the patient to invite him/her to come for treatment; he does not call out loud.

Patient time is precious. His appointment at the Faculty sometimes requires several shifts. For this reason, the patient must be able to inquire about his situation and assess the progress of the treatment in every visit.

In the event of a dispute with a patient, the student who is unable to resolve it on his own, resorts to the teacher in charge of the case in order to settle the dispute.

From his part, the patient must respect his appointments. Repetitive cancellations and unjustified delays may result in the closure of his dental file.

7.4. Sanctions

Disciplinary sanctions are listed in order of increasing severity:

- 1- Warning
- 2- Blame
- 3- Exclusion from the Faculty for a period of seven days to one month
- 4- Prohibition to present exams for one or more sessions
- 5- Exclusion from university for a maximum period of three years
- 6- Definitive exclusion from the institution.

The first three sanctions are announced by the Dean of the FDM. The fourth sanction, which is prohibition to present exams for one or more sessions, requires the approval of the Faculty Council and

the Dean. Exclusion sanctions are announced by the Rector of UL after approval of the University Council.

Any sanction mentioned above and announced in the case of fraud or attempted fraud committed during an examination or a thesis entails, for the person concerned, leads to the invalidity of the corresponding test.

The sanctioned student can ask for a petition from the Rector of Lebanese University and the University Council within a maximum of two weeks.

7.5. Frauds

Any violation of FDM's internal regulations exposes the student to disciplinary sanctions proportional to the fraud committed. There are two types of frauds: academic and non-academic.

- Academic fraud

- Cheating in the exam or registration
- Plagiarism
- Unacceptable attitudes in class / disorders
- Dishonesty

- Non-academic fraud

- Aggressive behavior with colleagues, teachers, or patient
- Destruction of faculty equipment
- Theft
- Destruction of property
- Possession of hazardous materials
- Discrimination and harassment
- Alcoholism and drug abuse
- Inappropriate conduct in the library.

7.6. Medical ethics

Schools for healthcare professionals have traditionally focused on the technical side of various medical treatment that the students must know. However, once in clinical practice, both freshly graduated and experienced practitioners are faced with more important issues such as ethics, which is about right and wrong and the reasons behind the choice of our actions. This is clearly a main question in medicine, because doing what is right for your patients has not only a scientific impact but also an ethical one. Tackling an ethical problem is not always that simple. Ethics do not replace all of the other important elements such as good judgment, sensitivity, compassion, common sense, and good clinical reasoning. The practitioner decides after analyzing in-depth the professional regulations, the availability of other alternatives and the financial issues. When treating the patient, we must have a plan of action away from any unilateral and authoritarian paternalistic decision-making.

We believe that ethics naturally find its source of reflection in action. Therefore, the more the student is in direct contact with the action, the more he will appreciate the variety of questions and challenges raised. The ethics programs are offered in three stages preclinical, clinical, and postgraduate.

7.7. Expected learning outcomes of the ethics programs

- Objectives:

- The course provides an introduction to modern professional medical ethics and health jurisprudence in harmony with new health care pedagogies and programs. It adopts a multidisciplinary approach to medicine and its social implication in the quest for the human person - the potential patient - who is the source and the foundation of any ethics which "would plunge into the desire for accomplishment and the desire for achievement" . It will expose new dimensions essential to interprofessional integrity where ethics, as perceived by Paul Ricœur, is a requirement not only in the health sectors but also for all those who must make decisions where values are involved. Another objective is to familiarize students with the central concepts of bioethics.

At the end of this course, the student should be able to:

- Distinguish between deontological ethics and teleological ethics where actions are determined and justified by the consequence of actions. (Duty / consequentialism)
- Examine the fundamental principles and the values of justification (Dignity, Autonomy and Justice ...)
- Describe the difference between a choice and an ethical dilemma
- Compare the values and ethical concepts that support the ethical principles

- Compare the three theories of ethical thinking and give examples of each
- Determine the relationship of medical ethics with laws and jurisprudence as well as with psychology, philosophy, sociology, theology, and biology
- Use ethical principles as guidelines for decision making when caring for patients or when approaching ethical dilemmas
- Evaluate the independence of medical ethics versus conceptual (ideal) or material (economics, politics, philosophy, theology, etc.) factors & also in the context of new diagnostic methods & new therapeutic possibilities (consent, biomedical research, etc.).

8. ACADEMIC PROGRAM

8.1. General description

During the second and third year, the student acquires a general theoretical formation based on basic, medical, and dental sciences. Preclinical work is taught in parallel with theoretical courses to prepare the student for clinical work. At the end of the third year, the student enters the dental care center as an assistant to help a fourth-year student and become familiar with the patient's clinical care.

Most of the teaching in 4th and 5th year is based on clinical work. Students will deal with patients starting from their admission until fulfilling all dental care.

8.2. Program objectives

The aim of the academic programs is to format dental surgeons' behavior and professional skills which enable them to manage different clinical cases encountered in their practice. The highly qualified level of the dental surgeons will allow them to integrate in the professional national and regional market. The privilege of good training and the development of critical thinking and continuing education encourage the student to be integrated in the research field.

8.3. Teaching languages

The undergraduate academic programs are available in two languages: French and English; as a result two sections exist for the undergraduate program whereas in the master's program the teaching language is English.

8.4. Syllabus

The syllabus briefly describes the content of the course and notifies its importance in academic training. The objectives and targeted learning outcomes are detailed as well as the teaching methods and their assessment. A list of books, scientific journals, and websites is recommended to help the student in his studies. This syllabus can be viewed on the faculty's website.

9. COURSES ATTENDANCE AND EXAMS ORGANIZATIONS

9.1. Attendance at the theoretical courses

Attendance in theoretical courses is compulsory. It is possible to authorize a maximum of 10% absence of the total number of hours per course. Any sanctioned student cannot present to the written exam.

9.2. General rules

The four-years program for obtaining the Diploma of dental surgery includes theoretical courses, preclinical sessions, practical, and clinical work.

Credits are awarded to each course which includes theoretical courses, practical work, preclinical sessions, and clinical work. Each credit validates 10 hours of theoretical lectures, 20 hours of practical work or preclinical sessions, and 40 hours of clinical work.

9.3. Theoretical exams calendar

An exam calendar mentioning the date, time, and place of each test is posted on the notice board and on the website one month in advance.

A completion session will be scheduled during the week following the results announcement by the University Council.

In compelling circumstances where the test must be canceled and/or postponed, the students will be informed about the new upcoming date as soon as possible.

At the end of each semester a reading period of 10-15 days is scheduled before each series of final exams.

9.4. Administrative organization of the written exam

The administrative organization of the written exams is handled by the student affairs employees. The role of the latter is to:

- Prepare the examination rooms (reception and seats distribution of students)
- Select the monitors of the exam room
- Provide the necessary material for conducting of the exam according to the needs of the test in order to ensure the anonymity of the copies.

- Monitor the exam: supervision is provided by at least two monitors per room. The presence of a teacher from the department concerned is also desired throughout the duration of the test.
- Ask the student to put aside cell phones, smart watches, electronic storage devices, any document, material and / or personal staff likely to contain information (bags, pencil cases, clothes, etc.)
- Let students sign at the room entrance or at the start of the exam. They must verify that the number of signatures corresponds to the number of students present in the room.
- Ask students to place their student ID cards on their tables.
- Ask the student to write his name in French, English or Arabic and his university registration number in a predetermined place at the right top of the exam copy before closing it with glue to preserve anonymity.
- Prohibit the student from leaving the room once the copies have been distributed.
- Prohibit the student from remaining in the room once the copy of the exam has been submitted
- Collect the copies at the end of the test and put them back in the corresponding envelope on which the date, the number of students who presented the test, the name and signature of the monitors as well as the title of the course and academic year are mentioned.

In the event of major or attempted fraud, the monitor responsible for the room may withdraw the exam copy at any time. The fraud must be reported and subjected to disciplinary actions by the Dean and the Faculty Council.

9.5. Methodology of the written exam

Theoretical exams include multiple choice type questions, true or false type questions, complete or essay questions type. An exam copy must be submitted to the office of the General Secretary fifteen days before the date of the exam.

The composition of a theoretical exam must comply with the following criteria:

- The duration and grade of each question are written on the exam copy
- Each corrector puts in the exam envelope the grade scale criteria for all questions asked as the answer key for multiple choice questions and the assessment criteria for the analytical and subjective questions

9.6. Delay for a written test attendance

Access to the exam room is prohibited for any student after opening the envelope of the exam copies. However, the monitor and/or the teacher may, exceptionally, and when the delay is related to an event beyond the control of the student, authorize the latter to enter the room.

9.7. Absence on written exam

The student who has presented a legitimate excuse accepted by the Faculty Council has the right to present a completion examination during a special catch-up examination session prior to the deliberation and announcement of the results. To pass he/she must have a minimum score of 12/20.

The student who is absent for both the initial and the catch-up examination session with an accepted legitimate excuse by the Dean and the Faculty Council must, in order to pass the following first examination, obtain a grade score of 12/20. If he/she fails the first exam, he/she will present a completion examination at which the minimum grade required to pass is 10/20.

Failure of a student to attend an initial examination without legitimate excuse gets a grade of zero and fails the course. He/she will be able to sit for a completion exam after the announcement of the results, at the end of each year. The condition for success is to have an average of 12/20 on the completion exam.

The legitimate excuses are:

- The death of a relative of the first-degree family
- Emergency situations and accidents.

Supporting documentation must be presented to the administration within a period not exceeding 72 hours from the date of his/her absence. In the event of illness, he/she must provide a medical report certified by one of the doctors accredited by the Faculty.

The final decision to accept or reject any excuse for absence shall be taken by the Dean or the Faculty Council. This Council's decision will be deemed final and irrevocable

9.8. Exam answers protocol

1. The questions are numbered, written integrally, and underlined (MCQs are excluded)
2. The questions must be answered in order
3. Using abbreviation is forbidden
4. The handwriting must be clear

5. Punctuation is a must
6. The copy must be returned clean and unblemished at the end of the examination at the precise time
7. Anything written on the back of the question page is not taken into consideration by the corrector.
8. Any distinctive sign on the exam copy identifying the resident must not be recognized.

9.9. Correction of the written examens

The correction is made within two weeks after the exam. All copies are corrected in the Dean's office only. Each teacher corrects the questions related to his/her part of the course and according to the grades distribution mentioned on the exam copy.

The head of division or Head of Department adds up the grades and reevaluates the correction before submitting the copies to student affairs.

At the student affairs office and in the presence of student affair officer, head of division or head of department opens the exam copies and transfer the grades to the class list. Then, this list will be rechecked, signed and dated by head of division or the Head of Department and the person in charge of student affairs. A copy of the list is submitted to the informatic and technology office.

The results are copied on a computer base software provided for this purpose and the documents used as support for deliberation are prepared. The results of the grades will be released and announcement after approval and signature of the Dean.

The students can present a written request asking for a second correction of their copies within three days after the results have being announced. The second correction is done following the submission of the request to the student affairs office and after approval by the Dean.

10. VALIDATION OF THE UNDERGRADUATE

At the end of each year, a statement of all the grades for the theoretical, practical, pre-clinical and clinical exams will be recorded electronically by the IT department, then printed. The final grade for each course is established. Thereafter, the Faculty Council meets to deliberate. The opinions expressed during the deliberation are not made public. The decisions of the Faculty Council are final and irrevocable.

10.1. Validation

Once the deliberation is over, the students' results are announced on the Faculty's website and on the bulletin boards. The results take into consideration the overall average of each student as well as their ranking relative to the class.

After deliberation and posting results, successful students move on to the next year. As for successful 5th year students, they will be allowed to defend publicly their graduation dissertation.

10.2. Grade distribution of the final grade

10.2.1. Evaluation of theoretical course

The final grade of a theoretical course is divided into 90% final exam and 10% continuous assessment (quiz or other).

If there is a justified absence of the continuous assessment, the percentage is transferred to the final exam.

A final exam that covers all the chapters taught in each course is scheduled at the end of the concerned semester.

The number of hours of the course determines the date of the final exam that takes place in the first semester or at the end of the academic year.

Courses with a number of hours greater than 30 will be scheduled at the end of the academic year or divided into 2 exams. One exam at the end of the first semester and the other at the end of the year. The end-of-year exam covers all the chapters of the course (percentage).

10.2.2. Evaluation practical and preclinical work

The percentage distribution of the final grade (100 grades) of the practical or preclinical works is as follows:

- Continuous assessment per semester: 60% (this grade follows certain predetermined criteria which are released and announced to students at the beginning)
- Final exam: 40%

The final exam covers the entire curriculum of the academic year.

The number of continuous assessments varies depending on the number of hours taught in each specialty and are performed during the year. These grades are the result of multiple evaluations of preclinical procedures carried out. The final exam represents 40% of the final grade for practical or preclinical work.

The average of practical work is the average of the final scores multiplied by the coefficient of credit of each practical work.

10.2.3. Evaluation clinical works

The percentage distribution of the final grade of the clinical course is as follows:

- 60% for continuous assessment of the clinical procedures performed during the semester (30% for the first semester and 30% for the second)
- Final clinical exam represents 40%.

The clinical grade for each semester includes several assessments:

- Clinics: student must perform one or more clinical procedures on which he will be evaluated according to predetermined evaluation criteria
- Oral exam: student is subject to oral questions and the procedure of this exam is specific to each department
- Evaluation of the student by the teacher in charge: who analyzes the student's performance and competence according to a pre-determined scoring grid
- Number of clinical cases performed: each student has an internship notebook on which his/her clinical procedures performed and validated by the teacher responsible for the case are noted. Based on the number and grades of these procedures, the head of division establishes the grade after considering the fulfilled requirements.

10.3. Validation of the academic year

To succeed, the student must obtain a general average grade in practical and clinical work greater than or equal to 12/20 as well as a general average grade in courses and practical and clinical work greater than or equal to 12/20.

If the student has a general average in practical and clinical work less than twelve, he fails his/her year even if his general average grade in courses and practical work is greater than or equal to twelve.

A student who has obtained an average grade of twelve but has three courses with an eliminatory grade (less than eight) must present these courses in completion session. After the completion exam, the student succeeds if he obtains a grade greater than or equal to ten out of twenty in each course.

A successful student can be promoted to the next academic year even if he/she fails to pass all or some of these completion exams, in condition that he/she does not accumulate more than three theoretical courses in the new academic year.

10.4. Graduation dissertation

A jury proposed by the Head of Department and approved by the Dean of the FDM includes a president, tutor, and juror.

The date for the defense of the dissertation is fixed 15 days in advance, once the documents have been validated by the tutor.

The defense is public, in which family members, colleagues, and friends meet.

At the end of the defense, the jury deliberates and grades the dissertation according to a grading grid. A score greater than or equal to 12/20 is necessary for the dissertation validation. If not, the dissertation must be repeated.

11. ORGANIZATION OF THE DENTAL CARE CENTER

11.1. Files management

Each patient has a file on the dental software used at the FDM which contains all the medical information, the precautions, and the various clinical procedures performed. Medical information is updated and validated after each interruption of more than one month of care.

11.2. Appointment management

The student must imperatively schedule another appointment with the patient he/she has just treated.

If the patient is absent, the reason for this absence must be mentioned in the software.

11.3. Fees management

The patient will have to pay for the care provided, according to the price list displayed.

Each conflict must be dealt immediately with the clinical service coordinator.

11.4. Cubicle management

At the end of each session, the student must:

- Switch off the operating light
- Empty the cubicle of all personal items.
- Clean and sterilize the dental chair and work surfaces

At the end of half-day session, the student must:

- Close windows

At the end of each day, the student must:

- Turn off the computer
- Clean the suction filters of the dental chair
- Put the chair in the highest position

Under no circumstances should the patient's documents and / or personal items stay on the bench.

The cleaning service is authorized to throw away any object lying around in the box (plaster models, cleaning products, personal items).

Recommendations for dental chair maintenance

- Clean the vacuum cleaner filter twice a week (including once, on the last day of the week).

- Switch off the operating light each time when you leave the cubicle.
- Avoid cleaning the spittoon with solutions containing acids.
- Do not leave any object that could hinder the movement of the chair.
- Immediately notify the maintenance team if the dental chair malfunctions.

11.5. Emergency call numbers

In an emergency situation, the student must know the emergency call numbers to reach in order to help the emergency service intervene in best conditions and as quickly as possible.

The emergency numbers are:

- Red Cross: 140
- Civil defense: 125
- Homeland security: 112
- Firefighters: 175
- For maintenance service, call: 03/002832 for control and monitoring service or 2802 for internal maintenance service.

12. STUDENT HYGIENE

Dentistry is probably the profession where the practitioner is in the closest position to the patient. Therefore, he must apply strict personal hygiene rules.

For female students, make-up should be as discreet as possible. The nails should be short, clean, and neat. Varnishes are prohibited. The hair should be held in a loop (in a bun). Wearing bracelets, rings, necklaces is strictly prohibited. The earrings must be discreet and completely covered by the cap.

For male students, the nails should be short, clean, and neat. A student without a beard should shave every morning whereas that with a beard or a goatee should trim it regularly.

Protective goggles and gowns must be removed outside the dental care center.

Oral hygiene measures are required throughout the students' presence at the Faculty.

“Regular” clothes must be decent.

13. INFECTION CONTROL

The goal of infection control is to protect patients, students, teachers, and administration staff.

All teachers and students must be vaccinated against hepatitis B and Covid-19. For this reason, the Faculty provides vaccinations free of charge for newcomers at the start of the first academic year.

13.1. In the practical work room

The rules of hygiene must be applied as follows: (Annex)

- The bench must be clean and disinfected with a disinfectant
- The products and materials required will be placed on a clean white napkin or disposable white roll towel paper
- The instruments used in the practical work must be clean
- The film protector must be changed, and the X-ray device disinfected after each use during practical radiology work.

13.2. In the dental care center

Contamination in the dental center is a major risk and depends on several factors:

- Different students use the same dental chair
- The same equipment is used by several practitioners.
- Several practitioners can intervene in the same surgical or clinical procedure
- The student has to leave the operating room to communicate with the patient

Before entering to the clinic, students are responsible for infection control measures related to the patient and the surrounding environment and they must be familiar with the infection control rules. Information concerning the infection control recommendations will be available and within the reach of the student by the following methods:

- A detailed PowerPoint presentation on infection control recommendations
- A special presentation on COVID
- A list of products and equipment essential for clinical infection control
- A detailed guideline of infection control and sterilization recommendations. The guidelines cover several issues related to infections, their transmission, and methods of prevention.

An evaluation system on the respect and adherence of residents to recommendations, sterilization control, and sterilizer efficiency are already conducted at the Faculty and allow for rigorous and continuous inspection.

14. EXTRA MURAL ACTIVITIES

14.1. For school students

A group of teachers from the FDM visits schools to introduce, to the students of the final year of secondary program, curriculums and daily life of dental students. This is the ideal opportunity for future university students to discover their future institution, face their choice and establish a constructive dialogue with professionals.

14.2. For university student

In addition, the faculty participates annually in the open doors program at the Lebanese University. A group of teachers and fifth year students from FDM participate in these days at the campus of the Faculty of Sciences, Fanar section and Hadat section. The purpose of this participation is to accustom first year students of the Faculty of Sciences to administrative procedures and modalities of admission to the entrance examination of the Faculty of Dental Medicine.

14.3. For Dental Surgery Degrees

The recruitment of candidates for the various master's programs is done during the participation of the FDM in different national congresses. Flyers are distributed describing different master's programs and registration procedures. A group of teachers and residents are available to provide additional information on the academic programs of each specialty.

15. PUBLIC SPACES

15.1. Library

The central library is located in the university campus. It is common to the Faculty of Dental Medicine and to the Faculties of Medicine, Pharmacy and Public Health.

The mission of the library is to acquire, manage, conserve and make available documentary resources useful for teaching and research in the field of dentistry and health sciences.

Employees in charge of the library provide a training service to help and support users in mastering and using new information and communication technologies as well as access to online documentation.

15.2. Cafeteria

Drinks, food, and chewing gum are strictly prohibited throughout the Faculty. A cafeteria (for those who want to eat on the spot) and a refectory hall (for those who want to bring their meal with them) are provided for this purpose.

Access to the cafeteria and refectory hall is in formal attire or in uniform with a white lab coat. The cafeteria has been closed for several years. However, fifth-year students have the option of selling treats in the cafeteria, with the Dean's approval, in order to cover part of the cost of the promotion night. Since the Covid-19 pandemic the cafeteria is closed.

15.3. Access to smoking area

Smoking is strictly prohibited outside the smoking areas located on level 1 for students and on level 2 for teachers.

Access to this space must be done either in formal attire or in a white lab coat.

16. CAMPUS LIFE

16.1. Sports activities

On the Lebanese University campus, a sports club is open for students all week. This club has a swimming pool, a gym, a tennis, volleyball and basketball playgrounds, ...

The Faculty of Dental Medicine encourages students to organize and participate in sports activities.

Over the past four years, the Faculty has participated in:

- Independence Marathon: winning cups and awarding medals
- Hadat Independence Marathon: winning cups and awarding medals in May (To celebrate the feast of the Creation of the Lebanese University)
- Annual Marathon of the Faculty of Dental Medicine under the patronage of the Rector of the LU
- Cycling
- Swimming competition
- Annual Independence swimming competition in which the first prize was awarded to a student of the Faculty
- Volleyball and football tournaments between students and teachers

16.2. Social and religious activities

The Faculty of Dental Medicine encourages social life between students and teachers. In this context, teachers can participate in social and religious evenings and activities.

Annual celebratory activities:

- Christmas celebration
- Christmas mass
- Gala evening (Graduation)
- Prophet's birthday celebration
- Independence Day
- Feast of Saint Barbara
- Bake sale
- Ashura
- Eid al-Fitr

Cooperation mission with humanitarian objective: free dental care offered, by residents of the masters, for people affected by the explosion of August 4, 2020 in a mobile dental clinic offered, for a period of 3 months, to the Faculty of Dental Medicine by The Australian company " Teeth on wheels ”.

16.3. Cultural activities

- Annual publication of the students newspaper
- Participation in "The Middle East Cultural North Africa Dentsply" in which the second prize was awarded to a student in the Faculty (2018)
- Participation in the "MEDFEST Health Days" 2020
- Participation of master's residents in the international congresses of the Faculty, in the Lebanese Dental Association congress, and in different specific congresses of specialties (posters and oral presentations). Several prizes were awarded to FDM residents.

16.4. Association of Graduated Dentists of the Lebanese University

The Association of Graduated Dentists of the Lebanese University approved on 6/2/1988 is a non-profit association.

Any graduate of the Faculty (Dental Surgeon, Master, and Doctorate) has the right to be a member of ADDUL. It currently has over 1,100 graduates registered in the Lebanese Dental Association in Beirut and in North Lebanon.

It aims to strengthen the bonds of cooperation and harmony between graduates, to promote a better position and representation of graduates in the Lebanese Dental Association, and to organize social and educational activities.

It annually organizes social and cultural activities including a theatre play in which gifts are distributed to children of the graduates and employees of the Faculty of Dental Medicine.