



**THE UNIVERSITY OF BRITISH COLUMBIA**  
**Faculty of Dentistry**

**Faculty of Dentistry, UBC**  
**Academic Policies and Procedures**  
**2018-2019**  
**Undergraduate Programs (DMD and DHDP)**

This document describes the academic policies and procedures of the Undergraduate (DMD and DHDP) Programs of the Faculty of Dentistry. It is the primary resource for information on the Undergraduate Academic Policies and Procedures of the Faculty of Dentistry, elaborating on the Faculty’s UBC Calendar statements.

Students are expected to familiarize themselves with UBC’s Policies and Regulations, which address, among other topics, non-academic misconduct, academic misconduct, plagiarism, review of assigned standing, and academic appeals. These regulations may be viewed in the online UBC Calendar.

**Students experiencing any problems that may affect their attendance, focus or performance in their academic program are urged to take the earliest opportunity to share their concerns with any of the support personnel in the Faculty of Dentistry (see Resources for students on pages xxx and xxxiv of this document).**

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## Part I. Information for all Undergraduate Students in the Faculty of Dentistry

### 1.0 Composition and Role of the Academic Progress Committees (APC)

The Faculty of Dentistry Academic Progress Committees (one for Year 4 DHDP students, one for Years 1, 2 and 3 DHDP students and one for each year of the DMD program) consists of Module/Course Coordinators/Course Instructors (or their designates), the Associate Dean of Students (or designate), and invited guests at the discretion of the Chair, and Department Heads (ex officio), and in the case of the DHDP, the Program Director or designate. The Associate Dean of Students (or designate) and invited guests are non-voting members, and are present to present information to APC members of any extenuating circumstances that may inform Committee decisions. The Associate Dean of Students (or designate) and invited guests are not part of the decision process. All other faculty Committee members are eligible to vote on Committee decisions. Each Committee is chaired by the Senior Associate Dean. Please see Appendix V (pg. xii) for the Academic Progress Committee Terms of Reference.

All Committees are supported administratively by the Manager, Student Academic Services who prepares grade reports and documents the decisions taken by the Committee. Minutes of Academic Progress Committee meetings are not normally released.

#### 1.1 Role of Senior Associate Dean, Associate Dean of Students (or designate) & Director, DHDP

The Senior Associate Dean has responsibility for the administration of the Faculty's undergraduate programs and oversees DMD curriculum development and DMD and DHDP academic progress.

The Associate Dean of Students (or designate), supports students to meet personal challenges throughout the year and subsequently guides DMD and DHDP students as recommended by the Academic Progress Committees.

The Director, Dental Hygiene Degree Program has responsibility for development of the Dental Hygiene Degree Program curriculum. The Director of the DHD Program collaborates with the Senior Associate Dean and the Associate Dean of Students (or designate), to support students in the program.

For details, refer to Appendix V Faculty of Dentistry Academic Progress Committee Terms of Reference (pg. xi).

### 2.0 Academic Progress Meetings

The Academic Progress Committees meet at least twice per year, following December and year-end examinations to monitor student progress during the academic year and, at academic year-end, to make decisions on the advancement of students and for awards.

The Academic Progress Committee meeting, following December examinations, will consider interim Course/Module professionalism, knowledge and clinical skills grades, December examination grades and the final grades for any term one Courses/Modules. The Academic Progress Committee meeting that occurs following the end of the academic year will consider all final professionalism, knowledge and clinical skills grades.

Students must adhere to the Faculty of Dentistry Code of Ethics and to the Professional Standards for Learners and Faculty Members in the Faculties of Medicine and Dentistry at the University of British Columbia. (Appendices I and II, pg. i and iv). For all years (DMD and DHDP), deliberations at the end of the academic year are based not only on quantifiable grades derived from professionalism, examinations (knowledge) and assessments of clinical skills, but also on the professional judgment of faculty.

Students must satisfy professionalism requirements (and achieve a passing grade) in the applicable knowledge and clinical skills aspects of each module/course to advance to the next academic year or be recommended for graduation.

A student in the first year, of the DMD or DHDP program, who fails to be promoted will not normally be permitted to repeat the year except under extraordinary circumstances.

Students experiencing difficulty in a course/module or who have been granted the privilege of a supplemental examination, will receive a letter from the Committee advising them of the Committee's concerns or decision. Should a student wish to appeal a Committee decision, the appeal must be made, in writing, to the Dean within 10 working days of meeting with the Senior Associate Dean (or designate) about the decision. For details, refer to Appendix VI Faculty of Dentistry Process for Appeals Based on Academic Standing (p. xiii).

### 3.0 Examinations and Grades

#### 3.1 Examinations

Examinations are scheduled in the Faculty of Dentistry curriculum database OSCAR, (Objectives, Schedules, Competencies, Assessments and Rotations) at the start of the academic year and will not be rescheduled except in unusual, unforeseen circumstances. In such circumstances, requests for rescheduled examinations must be approved by the Senior Associate Dean.

Students should not make travel plans until after the examination schedules have been finalized. **Examinations will not be rescheduled in order to accommodate travel plans.** Students are encouraged to purchase cancellation insurance for any travel. Students who make travel plans that conflict with the examination schedule may have to change or cancel travel plans.

Students who have been granted a rescheduled examination may be required to complete an Exam Accommodation Agreement form (see Appendix XI & XII, pg. xix-xx).

During examinations, students are prohibited from bringing into the exam site unauthorized notes, texts or any other materials that could potentially unfairly assist them in the examination, including cellular telephones, pagers, or other communication devices, and from removing, copying or disseminating any examination materials or questions from exams or exam reviews. Students are also prohibited from consulting with unauthorized sources, including other students (either in-person or by electronic means), in order to gain assistance on any exam.

Contravention of this policy may result in an unsatisfactory grade for professionalism and/or be subject to disciplinary action by the University of British Columbia.

See Appendix IV Guidelines for Examination Conduct and Invigilation (pg. ix) and the UBC Rules Governing Formal Examination in the Policies and Regulations > Academic Assessment section of the UBC Calendar.

#### 3.2 Deferred examinations

Missing a scheduled exam is extremely serious and should be a rare and unavoidable occurrence. Should students find that they will be unavoidably absent from an examination, they, or someone familiar with the situation, must notify the Dentistry Student Services office of the facts in the case before the end of the period during which the examination is scheduled. Non-observance of this rule will normally result in a failing grade for the module or course.

Students unable to attend due to illness are **required** to provide a statement of illness on letterhead from UBC Student Health Services (preferred) or their physician indicating the nature and duration of the illness as soon as possible.

If a student is sick and is unsure whether she/he are able to write an exam, the student should contact the Assistant Manager, Student Services for advice. If a student chooses to write an exam when ill, the student will be responsible for the outcomes and cannot then appeal the result based on illness.

The student must request a deferred examination, in writing, either in advance of the missed exam or as soon as possible following the missed exam. The request must be accompanied by an explanation and supporting documentation. If a deferred examination is granted, the student must be prepared to write the examination at the first available opportunity as determined by the Faculty. The Manager, Student Academic Services will coordinate the scheduling of the exam and will contact the student to advise her/him of the date, time and location of the deferred exam.

Students who are granted a deferred examination should not expect to be granted additional study/preparation time for a rescheduled examination. In the case of more than one deferred examination, students should not expect to write the deferred examinations on a schedule similar to what was in place when the examinations were originally scheduled.

Students who have been granted a deferred examination may be required to complete an Exam Accommodation Agreement form (see Appendices XI & XII, pg. xix-xx).

Examinations that are missed for reasons not deemed by the Senior Associate Dean to be legitimate will be considered to have been failed.

### 3.3 Academic Integrity and Academic Misconduct (incl. Plagiarism, Cheating and Submitting work twice)

#### Academic Integrity

The following statement was approved by the UBC Vancouver Senate Curriculum Committee for inclusion in all Module/course syllabi:

The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred to the President's Advisory Committee on Student Discipline. Careful records are kept in order to monitor and prevent recurrences.

A more detailed description of academic integrity, including the University's policies and procedures, may be found in the Academic Calendar at <http://calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,0>.

#### Academic Misconduct

It is a student's responsibility to familiarize her/himself with UBC's Academic Honesty and Standards calendar statement (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,286,0,0#15620>).

Examples of academic misconduct include plagiarism and submitting one's own work more than once without prior approval. Suspected incidents of plagiarism/academic misconduct may be referred to the President's Advisory Committee on Student Discipline. Complete information can be found at the following website: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,0,0>

#### Plagiarism

Plagiarism, which is the submission of someone else's work as one's own without acknowledging the source of the material, is considered to be both academic misconduct and unprofessional, and students who plagiarize will not only receive a grade of zero on the applicable assignment, and therefore the applicable Module or Course, they may be suspended from the University or subject to other academic discipline.

When completing written assignments, students are expected to review multiple sources of information and report their findings in their own words. It is the responsibility of students to familiarize themselves with what constitutes plagiarism and how to prevent it.

In order to support the academic integrity of the DMD and DHD programs by reducing opportunities for plagiarism and to ensure a level playing field for all students, faculty reserve the right to submit papers to turnitin.com to confirm the originality of the material. Students may obtain more information on turnitin.com at this URL: <http://elearning.ubc.ca/toolkit/turnitin/for-students/>.

Students are encouraged to consult appropriate resources to ensure that they are knowledgeable about what constitutes plagiarism. The following are some suggested resources:  
<http://learningcommons.ubc.ca/resource-guides/avoid-plagiarism/>  
<https://canvas.sfu.ca/courses/15986>

### 3.4 Review of Exams

Where possible, the Faculty will attempt to schedule exam reviews for the class. Where there is no scheduled review of an examination, a student may make written application within 30 days of the date of the examination to the Coordinator/Instructor(s) of the course/module who will make every reasonable effort to arrange for the student to view the marked final examination within 30 days of the student's request. Students who have not taken the examination by the scheduled examination review date will not be permitted to attend the examination review session. The purpose of this exercise is to allow students to receive feedback on their exam results as a learning exercise; students may not use this opportunity to plead for a higher grade (there is a separate, formal process to make a case for an increase in a grade). See the UBC calendar [Policies and Regulations](#) > [Academic Assessment](#) > [Viewing Marked Work](#) for complete details.

### 3.5 Review of assigned standing (Grades)

Any request for the review of an assigned grade other than for a supplemental examination (in which a request for a review will not be granted), must be made in writing to Enrolment Services by their published deadline. Each applicant for a review must state clearly why he or she believes the course deserves a grade higher than it received; pleas on compassionate grounds should not form part of this statement. Reviews will not be permitted in more than two courses in the work of one academic year. See the UBC calendar [Policies and Regulations](#) > [Review of Assigned Standing](#) for complete information on this process.

### 3.6 Honours Grade

An Honours grade will be added to the Faculty of Dentistry's report of grades when a student's grade in a DMD module or DHDP course exceeds the class average by more than one standard deviation and the student has achieved a passing grade for Professionalism in all modules or courses where it is assessed.

## 4.0 Remediation (During the academic year)

### 4.1 Daily Assessment of Students

Students are assessed in the professionalism, knowledge, and clinical skills domains on an on-going basis. In the clinical setting, students identified with a significant weakness in any domain may be removed from patient-care if there is a risk to patient safety.

### 4.2 Remediation (during the academic year)

Remediation and re-testing *may* be offered for clinical skills failures at the sole discretion of the module/course coordinator **during** the academic year.

Remediation may be offered at the discretion of the module/course coordinator following the Academic Progress Committee meeting.

For all remediation, students must achieve a grade of 65% in order to successfully complete remediation. Assuming a grade of 65% is achieved, the maximum grade a student is eligible to receive is 60% for the assignment/examination/clinical exercise

## 5.0 Deficient standing

### 5.1 Professionalism Domain Failure(s)

Failure in the professionalism domain at the end of a module/course or at the end of an academic year ordinarily means that a student must repeat the year or withdraw from the program, depending on

performance in the other domains of assessment, the number of modules/courses failed, the magnitude of the failure(s) and the professional judgment of the faculty as to the potential of the student to improve.

## 5.2 Knowledge Domain Failure(s)

Failure in the knowledge domain at the end of a module/course or at the end of an academic year may result in a requirement to write supplemental examination(s), or to repeat the year or withdraw from the program, depending on performance in the other domains of assessment, the number of modules/courses failed, the magnitude of the failure(s) and the professional judgment of the faculty as to the potential of the student to improve.

## 5.3 Clinical Skills Domain Failure(s)

Summative failure in the clinical skills domain at the end of a module/course or at the end of an academic year ordinarily means that a student must repeat the year or withdraw from the program, depending on performance in the other domains of assessment, the number of modules/courses failed, the magnitude of the failure(s) and the professional judgment of the faculty as to the potential of the student to improve, as demonstrated by their performance in the program, and in consideration of the resources available to provide this more individualized, additional instruction.

## 6.0 Outcomes for Students with deficient standing

A student with a failing grade(s) will be sent a letter by the Senior Associate Dean after the Academic Progress Committee meeting communicating the decision of the Academic Progress Committee (i.e., the privilege of a supplemental examination(s), the privilege of repeating the year, or the requirement to withdraw from the Faculty) and advising the student to meet with the coordinator/instructor of the failed course/module(s) and/or the Senior Associate Dean (or designate) as soon as possible. It is the student's responsibility to be accessible for such communications and to be available for subsequent meetings or examinations.

In the event a student is granted the privilege of a supplemental examination(s), the student will be directed to contact the coordinator/instructor(s) of the course/module(s) for which a failing grade was earned to discuss areas of weakness and particular areas of study in preparation for the supplemental examination(s).

In the event a student is granted the privilege of repeating the year or is required to withdraw from the Faculty, the student must meet with the Senior Associate Dean (or designate) to discuss the Academic Progress Committee's decision, the student's position with respect to the decision, and the appeals process. The letter advising the student of the Academic Progress Committee's decision will state a date and time that has been set aside to meet with the Senior Associate Dean (or designate). In the event the student is unable to attend, it is the responsibility of the student to contact Student Academic Services to arrange an alternate time. In the event the student does not attend the meeting at the specified time and does not contact Student Academic Services to arrange an alternate time to meet, the student will have elected to not meet with the Senior Associate Dean (or designate).

If a student is required to withdraw from the Faculty, their failing grade(s) and the notation "Required to Withdraw" will be included on their UBC transcript. At the Faculty's option, a student who has been required to withdraw may be offered the option of voluntary withdrawal from the program, in which case, a "W" standing will be noted on their transcript in place of a grade for any failed or incomplete courses. Once a student chooses to exercise their right to appeal outside the Faculty the requirement to withdraw, their failing grade(s) must be entered on their transcript for consideration by the Senate Committee on Appeals on Academic Standing.

## 6.1 Supplemental Examination (granted by the Academic Progress Committee)

Supplemental examinations are a privilege, not a right. They affect the grade for the module/course in question. In order to pass a supplemental examination, a student must obtain a minimum grade of 65% on the supplemental examination. Upon successful completion of the supplemental examination, a final grade of 60% will then be entered for the module/course in question. The result of the supplemental examination(s) will show as an additional line on the student's transcript and the student will be promoted to the next year, be eligible to register in the next academic year, or permitted to graduate.



Students granted the privilege of a supplemental examination will be sent a letter by the Senior Associate Dean, after the Academic Progress Committee meeting. The student will be directed to contact the coordinator/instructor(s) of the course/module(s) for which a failing grade was earned to discuss areas of weakness and particular areas of study in preparation for the supplemental examination. Timing of the supplemental examination(s) will depend on a) the number of students sitting the exam; b) the amount of time students need to prepare for the supplemental; c) whether the exam is written or oral (at the discretion of the coordinator/instructor); and d) the availability of the coordinator/instructor and the amount of time they require to set and mark the exam. Supplemental examinations may be written and/or oral examinations of knowledge and/or assignments, at the discretion of the coordinator/instructor, and typically take place between the first week of July and the first week of August, depending on the above-mentioned factors. In any case, supplemental examinations will not usually be offered later than the first week of August of the academic year in question. The Manager, Student Academic Services will coordinate the scheduling of the exam and will contact the student to advise them of the date, time and location of the supplemental exam.

Failure of a supplemental examination ordinarily means that a student must repeat the year or withdraw from the program, depending on the number of failures, the magnitude of the failure(s) and the professional judgment of the faculty as to the potential of the student to improve.

## 6.2 Academic Probation

A student about whom there are concerns with respect to any of the three domains of assessment may be placed on Academic Probation. The student will receive a letter specifying the concerns and the conditions that must be met while on Academic Probation. Failure to meet the conditions specified will normally result in the requirement that the student withdraw from the program.

## 6.3 Repeating the Year

A student required to repeat a year of the program ordinarily must repeat the entire year.

A student granted the privilege of repeating the year will be assessed all applicable tuition and Faculty of Dentistry fees outlined in the fee schedule of the class the student joins.

A student required to repeat a year of the DMD or DHD program ordinarily must repeat the entire year. Only in rare circumstances, an exemption may be granted by the Academic Progress Committee. Students who are required to repeat the DMD or DHDP year, will have confirmed, in the letter from the Academic Progress Committee, if an exemption from a module or course has been granted.

Students who are repeating a year are subject to the same Faculty of Dentistry policies and procedures as members of the class they are joining. Students should also be aware of the UBC Calendar Advancement Regulations which state, "A student at any level of university study who fails for a second time (which need not be consecutive) will be required to withdraw from the University". In the event a student fails for a second time a non-Faculty of Dentistry course that is not a required part of the program, the student will not, as a result of the course failure, fail the year for a second time and thus will not be required to withdraw from the University.

## 6.4 Process to appeal an Academic Progress Committee decision

If a student wishes to appeal a decision of the Academic Progress Committee, the appeal must be made in writing to the Dean, specifying the basis of the student's appeal, within ten (10) working days of the meeting with the Senior Associate Dean (or designate). The Dean will review the basis for the appeal and respond in writing, as soon as is practical, to the student with a decision regarding the appeal. If the Dean denies the appeal, the student may then appeal to the Senate Committee on Appeals on Academic Standing. For details, refer to Appendix VI Faculty of Dentistry Process for Appeals Based on Academic Standing (pg. xiv). See the UBC calendar [Policies and Regulations](#) > Senate Appeals on Academic Standing for direction.

## 7.0 Administrative Policies

### 7.1. Absence Policy Rationale

It is important that students understand and value the time commitments made by faculty, fellow students, and patients toward their learning, particularly in clinics and small-group sessions. Poor attendance has a negative effect on morale, is considered unprofessional and can lead to students not achieving the required breadth and depth of experiences. Being present when expected is a requirement of practice as a professional and regular attendance in all classes, clinics and mandatory activities is a professional commitment that is expected of **all** students (see UBC Calendar [Policies and Regulations > Attendance](#)). Note that attendance is mandatory for all classes on days preceding and following holidays, long weekends and examinations. Satisfactory attendance includes, but is not limited to, attending on time and participating in all scheduled coursework and clinic sessions (including rotations) in their entirety.

### 7.2 Types of Absences

#### i. Excused Absences

Excused absences may be unanticipated (e.g., illness, injury, bereavement) or anticipated. Examples of anticipated absences that would usually be excused include religious holidays (see note below and UBC Calendar for religious holiday policy), academic pursuits of a one-time nature (e.g., commencement exercises, attendance at scientific meeting for the purpose of either presenting a research paper or to accept an award or other academic distinction), participation in major varsity team events, participation in major faculty activities or in worthy social endeavors (e.g., planning of a fundraising, education or other community event), or rare occurrences (e.g., compassionate leave) that cannot reasonably be scheduled outside of class time. Students must contact the Assistant Manager, Student Services to obtain permission for an excused absence. The request for an excused absence must be accompanied by an explanation and documentation may be required. Students requesting an extended excused anticipated absence beyond 2 consecutive days must complete the Extended excused absence request form (see Appendix XIII, pg. xxii) at least two weeks prior to the start of the absence.

**Note: UBC exams will not be rescheduled to accommodate excused absence requests.**

When scheduling any personal appointments, including routine medical or dental care, students are expected to make arrangements that do not conflict with scheduled classes, clinics or rotations.

#### ii. Unexcused Absences

Unexcused absences are those that have not been approved in advance or that are considered inappropriate. Unexcused absences may result in a failing grade for professionalism.

#### iii. Religious Observance Absences

In accordance with UBC policy, a student wishing to be accommodated for religious reasons must notify the Student Services office in Dentistry in writing, at least two weeks in advance of the day(s) they wish to be absent due to religious reasons. If the absence falls during a period that may adversely affect their academic standing (e.g., final exam), the student must formally request academic concession, in writing, to the Assistant Manager of Student Services at least two weeks in advance.

#### iv. Excused absences to attend interviews for graduate or post-graduate programs or associate positions

Students may request an excused absence to attend an interview for a graduate or post-graduate program or associate positions by emailing the Assistant Manager of Student Services at least two weeks in advance of the interview. Students requesting an extended excused anticipated absence beyond 2 consecutive days must complete the Extended Excused Absence Request form (see Appendix XIII, pg. xxi) at least two weeks prior to the start of the absence. Students should limit the number of interviews as the first priority is to graduate from the DMD or DHDP program with the best possible grades and as much patient care experience as possible. Students are required to meet with the Assistant Manager of Student Services to discuss the number of interviews they may be offered and where to set the limit. The Assistant Manager of Student Services will consult with the Associate Dean of Students (or designate), who may consult with Senior Associate Dean and the appropriate faculty as needed with respect to the student's progress and then either grant the request for an excused absence or meet with the student to discuss any concerns.

Note: UBC exams will not be rescheduled to accommodate excused absence requests.

Generally, students will be granted excused absences to attend these interviews, and it is the professional responsibility of the students to be aware of the following conditions:

Students must:

- Contact all module coordinators immediately of their absence(s) from the respective sessions, as it is an opportunity for the coordinator(s) to give students feedback or advice with respect to the student's progress in the respective modules. This communication may give students information which could even influence their decisions as to how many interviews they decide to attend, and
- Post their absences online (follow the procedures for excused absences, section 6.4), and
- Plan to use independent study times to make up for missed clinical sessions, and
- If it appears that the student will not be able to achieve the breadth and depth of patient care experience needed to demonstrate competence to practice independently by the end of scheduled clinics at the end of the academic year:
  - The student may not be granted an elective in the 2<sup>nd</sup> term and/or
  - The student may be required to gain patient care experience during the summer sessions and graduation may be delayed.

Note: excused absences will not normally be granted to write board exams (e.g. American Dental or Dental Hygiene board exams, which can be scheduled outside of curriculum time), nor will UBC exams be rescheduled to accommodate interviews for graduate or post-graduate programs.

### 7.3 Consequences of Excessive and/or Unexcused Absences

Excessive and/or unexcused absences will be brought to the attention of the Academic Progress Committee by the Associate Dean of Students and/or the Assistant Manager of Student Services.

Poor attendance may lead to unsatisfactory assessments in the Professionalism domain. Excessive absences may result in a student not achieving the depth and breadth of patient-care experiences needed to demonstrate competence.

In addition, University policy states that "students may be denied the privilege of writing the examination in any subject because of unsatisfactory work or attendance and in this case, they will be considered to have failed the course". "Regular attendance is expected of students in all their classes (including lectures, laboratories, tutorials, seminars, etc.). Students who neglect their academic work and assignments may be excluded from final examinations." If excessive absences occur on days preceding examinations on an on-going basis, the Faculty may request a doctor's note as proof of illness.

### 7.4 Procedures for Excused Absences

**Permission:** There are three ways to request an excused absence:

1. Via the Dentistry Intranet under "Student Absences" on the Intranet home page and must complete the online excused absence request form,
2. Telephone the Assistant Manager of Student Services at 604.822.0326,
3. Drop by the Assistant Manager of Student Services office (JBM282).

Students who are unavoidably absent must notify the Assistant Manager of Student Services in the Faculty of Dentistry as soon as possible. Requests for excused absences must **not** be made via email. An absence will not be deemed an excused absence unless the student notifies the Assistant Manager of Student Services in advance of, or as close to, the absence as possible.

**Additional Notification:** Students who will be absent must also notify the coordinator(s) or session instructor(s)/tutor(s) concerned.

**Students Responsibility for Missed Material:** Students who miss a session are responsible for obtaining handouts and completing assignments that were missed, and for any content that was missed that may or may not appear on examinations. Make-up sessions for missed classes, clinics and rotations are not feasible.

**Rotations:** Students who will miss a scheduled rotation **must** contact the appropriate Program Assistant and **must** find a replacement student for the rotation. Make-up sessions for missed rotations are not feasible. Some modules/courses may outline specific instructions students must follow in the event of an absence. It is

the responsibility of all students to familiarize themselves with individual module/course absence protocols that must be followed. In the event students do not following the protocol outlined, students may receive a failing grade for professionalism. Students are expected to attend rotations to achieve an adequate breadth and depth of experience in each rotation.

For further clarification of the Faculty's Excused Absence Policy, please contact the Assistant Manager of Student Services @ 604-822-0326.

### 7.5 Student Extended Leave from the DMD or DHD Program

An extended leave from the DMD or DHD program is normally defined as a period of greater than five (5) consecutive working days. All requests for an extended leave must be made in writing to, and must be approved by, the Senior Associate Dean.

An extended leave for medical reasons require appropriate documentation from the student's physician, including diagnosis, prognosis, and ongoing therapy, provided either to the Senior Associate Dean or to the Centre for Accessibility office if a student has previously registered with the Centre for Accessibility, both when requesting and returning from the extended leave. The Faculty reserves the right to require a consultation with a specialist of their choice to determine a student's fitness to return to classes after an extended leave for medical reasons.

An extended leave of greater than ten (10) consecutive, working days in duration may result in the requirement that the student return to the beginning of the term from which the extended leave was taken. Confirmation of the student's return date and requirements for the return will be detailed in a letter from the Senior Associate Dean. The student will then be expected to successfully complete the term or year before advancing in the program. Individual arrangements with Coordinator/Instructor(s) of the Course/Module are not permitted. All communication with respect to Module/course requirements and expectations must be finalized with the Senior Associate Dean.

An extended leave is ordinarily granted for a period of no more than one year and generally follow the academic year cycle, i.e., the end of an extended leave will typically coincide with the beginning of the school term.

Students will be provided with a date by which they must declare their desire to return to classes and provide required documentation in support of their request.

The Faculty of Dentistry reserves the right to limit the number of extended leaves and the total duration of an extended leave.

Make-up sessions for classes/clinics/rotations missed during an extended leave are not usually feasible.

A student who has been granted an extended leave may not enroll in another post-secondary institution during the period of the extended leave.

Students should discuss the financials implications of an extended leave from the DMD or DHD Programs with the assigned Enrolment Services Professional or the Student Financial Services office.

### 7.6 UBC Centre for Accessibility Office - Students with Disabilities

Students who have specific requirements based on a documented disability, either for accommodations during classes (including clinics) or during examinations, must provide written documentation from the UBC Centre for Accessibility office. For complete detailed information please see the UBC Calendar > [Services, Facilities, and Organizations](#) > [Student Services](#) > [Student Development and Services](#) > [Centre for Accessibility](#). Students who are registered with the Centre for Accessibility and are entitled to accommodation should consult Appendix VII Differentiated Time Accommodation for Assessment in the Faculty of Dentistry (pg. xvi).

Note: Students writing their exams through the Centre for Accessibility office may not be able to write a computer-based exam on a computer and may be provided with a paper version of the examination. It may not be feasible, for students writing at the Centre for Accessibility office, to attend a scheduled exam review session.

## 7.7 Faculty of Dentistry Summer Clinic, Volunteer Opportunities, Externships or Summer Student Practitioner Program

Students in UBC Dentistry Programs may take the opportunity to explore a variety of volunteer and unpaid opportunities in many different locations during their time in the DHD or DMD program. A memorandum of understanding (MOU) agreement must be in place between the UBC Faculty of Dentistry and the “host clinic”. Supervision must be provided by a dentist or dental hygienist who holds a UBC Faculty of Dentistry appointment.

Three important issues must be recognized regarding experiences away from UBC:

- The safety of patients being treated
- Personal health and safety
- Professional and malpractice liability insurance coverage

Students are obliged to perform only that treatment for which they are qualified according to their educational status in the appropriate Dentistry clinical program.

Students must always keep in mind the principle of “do no harm”, including when performing dental procedures in remote or underserved communities or locations. Students must not view a less privileged society as an experimental opportunity for their skill development.

When making plans students should consider the following:

- Externships and volunteer activities must not be arranged during curriculum time.
- DMD students planning to participate in the Faculty of Dentistry Summer Clinic or externships must be promoted to 4<sup>th</sup> year of the DMD program before they are eligible to participate.
- DHDP students planning to participate in the Faculty of Dentistry Summer Clinic or externships must be promoted to 3<sup>rd</sup> year of the DHD program before they are eligible to participate.
- DMD students who have not been promoted to 4<sup>th</sup> year are not be eligible for Student Practitioner registration with the College of Dental Surgeons of British Columbia until the requirements for promotion have been satisfied and may need to make alternate arrangements with the dentist they have arranged to work with during the summer period.
- DMD students who have not been promoted to 4<sup>th</sup> year may have to cancel or delay their externship/participation in the Summer Student Practitioner Program (SSPP).
- DMD and DHDP students who have been granted supplemental exams may have to make changes to their plans and, if necessary, return to Vancouver in order to attend scheduled supplemental exams.
- DMD and DHDP students are responsible for ensuring they have access to email in order to confirm their status following the year-end Academic Progress meeting.
- Students undertaking UBC activities should discuss their plans with the Faculty of Dentistry Student Services and consult UBC’s Go Global office (<http://students.ubc.ca/about/go-global>) and the UBC Student Safety Abroad website (<https://safetyabroad.ubc.ca/>).

Any opportunity lacking the required MOU and supervision by a UBC Faculty of Dentistry-appointed faculty member is not sanctioned by the UBC Faculty of Dentistry. It is a direct breach of the UBC Faculty of Dentistry’s academic policies, Professional Standards and Code of Ethics documents.

Students involved in any activities not sanctioned by the Faculty of Dentistry do so at their own risk. Students are covered by the university’s malpractice and liability insurances only while participating in Faculty-sanctioned activities.

## 7.8 Compliance with Posted Deadlines

At the start of the academic year and throughout the year, students are required to submit fees, evidence of completed immunization review and required forms by specified deadlines. It is the professional

responsibility of students to ensure that they complete and submit all required forms and fees to the Dentistry Student Services office and online to the UBC Student Service Centre (SSC) by the published deadlines. Students may also be assessed interest and placed on financial hold by UBC if payment for tuition and clinic fees is not made by the specified deadlines. Please consult the UBC Calendar for additional information about late payments: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,265,0,0>

Students who do not comply with the deadlines may not be permitted to take part in clinic activities until the outstanding items have been submitted.

Students are assessed tuition and clinic fees by UBC. Student should consult the UBC Calendar for current fees (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,0,0,0>).

Students who are unable to comply with the stated deadlines, must contact the Assistant Manager of Student Services to discuss their situation prior to the stated deadline.

## 7.9 Awards

The Faculty of Dentistry administers a large number of awards for its students. Recommendations for awards to students are made by the Academic Progress Committee, subject to Senate-approved criteria, and forwarded to UBC Student Financial Services. Recipients of scholarships are expected to maintain Scholarship Standing which, for an undergraduate student, is defined as ranking in the top 10% of the year and faculty, or with an average of 75% or higher. Formal notification to award recipients is handled by UBC Student Financial Services.

**Dean's List** - Students who achieve an overall grade point average of 85% or higher in the academic year, without any failing grades, will be placed on the Dean's List in recognition of their academic accomplishment. The overall grade point average is calculated on all courses taken in the academic year.

## Part II – Information specific to the DMD Program

### 1.0 Assessment of Students in Dentistry Modules and Courses

Student progress is assessed, as applicable, in the affective (professionalism), cognitive (knowledge) and psychomotor (clinical skills) domains. All DMD students must pass each domain as applicable in order to pass the Module, each Module in order to pass the Course, and each Course in order to be promoted to the next year. In Modules with multiple required components, the lowest failing component mark will be brought forward to the Academic Progress Committee as the Module grade. Likewise, in Courses with multiple Modules, the lowest failing Module grade will be brought forward to the Academic Progress Committee as the Course grade.

**No student with deficient standing will be promoted to the next year or be recommended for graduation.**

The assessment system described below was adopted with a view to the philosophy of our curriculum, the reliability of various forms of assessment, the requirements of the University of British Columbia, the requirements of professional programs, and the UBC system of awards and scholarships.

#### 1.1 Professionalism Assessment

Professionalism is assessed throughout the program, using guidelines developed jointly by students and faculty (see Part I, Appendices I and II, pg. i & iv). Performance in Clinical Skills and Knowledge may not be considered if a student receives a failing grade in Professionalism.

Students must receive a pass in Professionalism in each module to pass a course. Module Coordinators will review all comments made by the instructors in the module. The determination of the overall professionalism grade presented to the Academic Progress Committee will be based on the professional judgment of the faculty. Following the Academic Progress Committee meeting, students will be notified in writing of any reported unprofessional behaviours by the Senior Associate Dean. The determination of the overall professionalism grade presented to the Academic Progress Committee will be based on the professional judgment of the faculty.

#### 1.2 Knowledge Assessment

While some Module Coordinators may wish to formatively test knowledge within class time, summative examinations are comprehensive, multi-disciplinary where possible, and are held during designated examination periods. The weighting of grades in Knowledge and Clinical Skills varies according to the discipline and is determined by faculty in that discipline.

#### 1.3 Clinical Skills Assessment

Clinical Skills are assessed according to criteria specified in each applicable Course/ Module and students must achieve a passing grade in this domain in each Course/Module where Clinical Skills are assessed.

#### 1.4 Grades for 1<sup>st</sup> Year DMD Students

The final grade for DENT 410 (1<sup>st</sup> year) is described in the DENT 410 syllabus. See the DENT 410 Course Organization Flow Chart (Part II, Appendix I, pg. xxiii). DENT 410 is divided into Modules; each Module must be passed and contributes towards the final grade in the Course (see Part II, Appendix V pg. xxvii). Students identified as demonstrating weakness/failure in any component of a module will be advised in writing, following the Academic Progress Committee meeting, by the Senior Associate Dean. Students will be recommended to seek assistance/advice from the module coordinator to rectify the deficiency. The appropriate module coordinator will also receive a copy of the Associate Dean's letter.

#### 1.5 Grades for 2<sup>nd</sup> Year DMD Students

The final grade for DENT 420 (2<sup>nd</sup> year) is described in the DENT 420 syllabus. See the DENT 420 Course Organization Flow Chart (Part II, Appendix II, pg. xxiv). DENT 420 is divided into Modules; each Module must

be passed and contributes towards the final grade in the Course (see Part II, Appendix V, pg. xxvii). Students identified as demonstrating weakness/failure in any component of a module will be advised in writing, following the Academic Progress Committee meeting, by the Senior Associate Dean. Students will be recommended to seek assistance/advice from the module coordinator to rectify the deficiency. The appropriate module coordinator will also receive a copy of the Associate Dean's letter.

#### 1.6 Grades for 3<sup>rd</sup> Year DMD Students

The final grade for 3<sup>rd</sup> year students is described in the DENT 430 syllabus. See the DENT 430 Course Organization Flow Chart (Part II, Appendix III, pg. xxv ). DENT 430 is divided into Modules; each Module must be passed and contributes towards the final grade in the Course (see Part II, Appendix VI, pg. xxviii). Students identified as demonstrating weakness/failure in any component of a module will be advised in writing, following the Academic Progress Committee meeting, by the Senior Associate Dean. Students will be recommended to seek assistance/advice from the module coordinator to rectify the deficiency. The appropriate module coordinator will also receive a copy of the Associate Dean's letter.

#### 1.7 Grades for 4<sup>th</sup> Year DMD Students

The final grade for 4<sup>th</sup> year students is based on all Modules forming a part of DENT 440. DENT 440 is divided into four Clusters for integration of teaching and assessment where possible, and each cluster is composed of Modules that reflect the various disciplines/areas (See Part IV, Appendix VII, pg. xxix). The relative weighting of each Module within a Cluster is determined by the disciplines within that Cluster. Each Cluster, in turn, contributes equally toward the final grade in the Course (see Part II, Appendix VII, pg. xxix). Each Module must be passed in order to pass DENT 440. Students identified as demonstrating weakness/failure in any component of a module will be advised in writing, following the Academic Progress Committee meeting, by the Senior Associate Dean. Students will be recommended to seek assistance/advice from the module coordinator to rectify the deficiency. The appropriate module coordinator will also receive a copy of the Associate Dean's letter.

#### 1.8 Late Assignments

All papers and assignments related to course work must be submitted by the deadline specified by the course/module coordinator. For Faculty of Dentistry courses, papers and assignments submitted after the due date will be penalized 10% of the total marks for each 24 hour period that the paper or assignment is overdue at the discretion of the course/module coordinator. Please note that Saturday and Sunday together will be counted as one 24 hour period.

If a student is unable to complete papers or assignments by the specified deadlines due to extenuating circumstances, the student must contact the instructor at least 48 hours prior to the due date.



## Part III – Information specific to the Dental Hygiene Degree Program (DHDP)

### 1.0 Assessment of Entry-to-Practice Students

Student progress is assessed, as applicable, in the Professionalism, Knowledge & Abilities and Clinical Skills domains. All DHDP students must pass each domain and the component(s) outlined in the Methods of Student Assessment in each Course outline in order to pass the Course, and each Course in order to be promoted to the next year. In Courses with multiple required components, the lowest failing component mark will be brought forward to the Academic Progress Committee as the Course grade.

The assessment system described below was adopted with a view to the philosophy of our curriculum, the reliability of various forms of assessment, the requirements of the University of British Columbia, the requirements of professional programs, and the UBC system of awards and scholarships.

#### 1.1 Professionalism Assessment

Professionalism is assessed throughout the program, using guidelines developed jointly by students and faculty (see Part I, Appendices I and II, pg. i & iv). Performance in the Knowledge & Abilities and Clinical Skills domains may not be considered if a student receives a failing grade in the Professionalism domain.

Students must receive a pass in professionalism to pass a course. Course Coordinators will review all comments made by the instructors in the module. The determination of the overall professionalism grade presented to the Academic Progress Committee will be based on the professional judgment of the faculty. Following the Academic Progress Committee meeting, students will be notified in writing of any reported unprofessional behaviours by the Senior Associate Dean.

#### 1.2 Knowledge & Abilities Assessment

While some course instructors may wish to formatively test knowledge & abilities within class time, summative examinations are comprehensive, multi-disciplinary where possible, and are held during designated examination periods. The weighting of grades in Knowledge and Abilities varies and is determined by faculty.

#### 1.3 Clinical Skills Assessment

Clinical Skills are assessed according to criteria specified in each applicable Course and students must achieve a passing grade in this domain in each Course where Clinical Skills are assessed.

#### 1.4 Registration

All students must register in the coursework outlined by the Faculty of Dentistry. Students who do not register in the required coursework may be asked to withdraw from the Program.

Students, in any year of the Entry-to-Practice option, who wish to enroll in coursework beyond the required core and elective courses, must submit a written request to the Dental Hygiene Degree Program director no less than 15 working days prior to the start of the academic session. The request should outline the student's reasons for taking additional coursework. Students should carefully consider the demanding workload of the required core and elective courses. A student should not jeopardize academic success by taking extra courses not required for completion of the Dental Hygiene Degree Program.

#### 1.5 Elective Courses

Of the 6 elective credits required in the program, all must be chosen from offerings within or approved by the Faculty. Elective credits must be taken in Year 4 Winter session or in the Summer session between Year 3 and Year 4. Courses taken prior to entry to the program will not be credited toward elective requirements.

## 1.6 Grades

The passing grade for all Faculty of Dentistry courses (core and elective) is 60%. Students must pass all sections or components of the Faculty of Dentistry courses as outlined in the course descriptions. Students identified as demonstrating weakness/failure in any component of a course will be advised in writing, following the Academic Progress Committee meeting, by the Senior Associate Dean. Students will be recommended to seek assistance/advice from the course instructor to rectify the deficiency. The appropriate course instructor and program director will also receive a copy of the Associate Dean's letter.

A passing grade in non-Faculty of Dentistry courses is defined by the Faculty that offers the course. The passing grade in the non-Faculty of Dentistry course, in most cases, is 50% or greater. Students should consult the course syllabus to confirm the passing grade for non-Faculty of Dentistry courses.

## 1.7 Late Assignments

All papers and assignments must be submitted by the deadline specified by the course instructor. For Faculty of Dentistry courses, papers and assignments submitted after the due date will be penalized 10% of the total marks for each 24 hour period that the paper or assignment is overdue. Please note that Saturday and Sunday together will be counted as one 24 hour period.

If a student is unable to complete papers or assignments by the specified deadlines due to extenuating circumstances, the student must contact the instructor at least 48 hours prior to the due date.

For courses taken in other faculties, students should consult the appropriate section in the Faculty and School entries of the UBC Calendar for rules and regulations regarding submitting assignments after the specified deadline.

## 1.8 Letter of Permission

Students who do not successfully completed all the required non-Faculty of Dentistry courses at the end of the Winter session may be permitted to enrol in an equivalent course at a post-secondary institution other than UBC during the Summer session immediately following the Winter session. Students must submit a request for a letter of permission that details the course and post-secondary institution. A letter of permission will be provided at the discretion of the Faculty.

Students who wish to take courses for transfer credit at institutions other than UBC-Vancouver must submit a request for a letter of permission to the Dental Hygiene Degree Program Director for approval. Students are required to complete all Dental Hygiene Degree Program core courses at UBC-Vancouver. Prior to submitting a request for transfer credit, students should consider only courses that have a dental hygiene focus or relevant to health care.

All decisions on transfer credit will be made by the Dental Hygiene Program Director. Students will not receive transfer credit for courses that have not been approved in advance of the start of the course.

## 1.9 Change of Degree Program

Students, particularly in Year 1, may wish to apply for a Change of Degree Program (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,303,0,0>). In the event a student is asked to withdraw or chooses to no longer continue in the DHDP, in order to retain eligibility to register at UBC, the student will need to have applied for a change of degree program and be accepted to a program other than the DHDP.

## 2.0 Assessment of Degree Completion Students

Student progress is assessed, as applicable, in the Professionalism, Knowledge & Abilities and Clinical Skills domains. All DHDP students must pass each domain and component(s) outlined in the Methods of Student Assessment in each Course outline in order to pass the Course, and each Course in order to complete the program requirements. In Courses with multiple required components, the lowest failing component mark will be brought forward to the Academic Progress Committee as the Course grade.

No student with deficient standing will be promoted to the next year or be recommended for graduation.

The assessment system described below was adopted with a view to the philosophy of our curriculum, the reliability of various forms of assessment, the requirements of the University of British Columbia, the requirements of professional programs, and the UBC system of awards and scholarships.

### 2.1 Professionalism Assessment

Professionalism is assessed throughout the program, using guidelines developed jointly by students and faculty (see Part I, Appendices I and II, pg, i & iv). The determination of the overall professionalism grade presented to the Academic Progress Committee will be based on the professional judgment of the faculty. Performance in Knowledge & Abilities and Clinical Skills may not be considered if a student receives a failing grade in Professionalism.

Students must receive a pass in professionalism (examples: professional behavior, attendance) to pass a course. Following the Academic Progress Committee meeting, students will be notified in writing of any reported unprofessional behaviours by the Senior Associate Dean.

### 2.2 Knowledge & Abilities Assessment

While some course instructors may wish to formatively test knowledge within class time, summative examinations are comprehensive, multi-disciplinary where possible, and are held during designated examination periods. The weighting of grades in Knowledge & Abilities varies and is determined by faculty.

### 2.3 Clinical Skills Assessment

Clinical Skills are assessed according to criteria specified in each applicable Course and students must achieve a passing grade in this domain in each Course where Abilities are assessed.

### 2.4 Registration

Students are required to register in at least 3 credits in the Winter session of each academic year. Students who do not register in at least 3 credits in the Winter session will not be given eligibility to register in the next Winter session. Student who do not maintain their eligibility are required to apply for re-admission.

### 2.5 Grades

The passing grade for all Faculty of Dentistry courses (core and elective) is 60%. Students must pass all sections or components of the Faculty of Dentistry courses as outlined in the course descriptions. Students identified as demonstrating weakness/failure in any component of a course will be advised in writing, following the Academic Progress Committee meeting, by the Senior Associate Dean. Students will be recommended to seek assistance/advice from the course instructor to rectify the deficiency. The appropriate course instructor and program director will also receive a copy of the Associate Dean's letter.

A passing grade in non-Faculty of Dentistry courses is defined by the Faculty that offers the course. The passing grade in the non-Faculty of Dentistry course is, in most cases, is 50% or greater. Students should consult the course syllabus to confirm the passing grade for non-Faculty of Dentistry courses.

If a student who receives a "T" standing in a course completes the course within 12 months of the end of the term in which the student first registered for the course, the "T" will be replaced with the course grade. If the course is not completed within 12 months, the "T" standing will be replaced with an "F" and the student will be deemed to have failed the course.

### 2.6 Late Assignments

All papers and assignments must be submitted by the deadline specified by the course instructor. For Faculty of Dentistry courses, papers and assignments submitted after the due date will be penalized 10% of the total marks for each 24 hour period that the paper or assignment is overdue. Please note that Saturday and Sunday together will be counted as one 24 hour period.

If a student is unable to complete papers or assignments by the specified deadlines due to extenuating circumstances, the student must contact the instructor at least 48 hours prior to the due date.

For courses taken in other Faculties, students should consult the appropriate section in the Faculty and School entries of the UBC Calendar for rules and regulations regarding submitting assignments after the specified deadline.

## Code of Ethics

### Preamble

The public grants a health care profession the privilege of self-regulation. Implicit in the concept of self-regulation is the obligation of the profession to have and abide by a written code of conduct that provides guidance to its members and future members. The attached document is intended for the academic environment and was created to help ensure that our graduates are ethically and professionally competent.

This Code of Ethics represents a set of principles of professional conduct, rules and responsibilities by which students must aspire to fulfill their duties to their patients, to the public, to the professions, to their faculty, to the staff and to their fellow students. The code identifies the basic moral commitments and will serve as a source of education and reflection. The Code of Ethics outlines specific behaviours that are expected of students in all clinical, educational and public settings.

This Code was adapted from documents of the Canadian and American Dental Associations, Canadian Dental Hygienists Association, College of Dental Surgeons of British Columbia, College of Dental Hygienists of British Columbia and from the dental schools at Boston University, Columbia University, Indiana University, North Carolina University, Ohio State University, the University of Texas Health Sciences Center at Houston and Baylor School of Dentistry (Texas A&M University System). It has been modified for the needs of the dental institution rather than for practicing dentists and dental hygienists.

### Broad Principles:

- Be honest and impartial in serving patients, the public, the institution and the professions.
- Strive to increase personal competence and the esteem in which the professions are held.
- Use knowledge and skill to improve the health and well-being of patients and the public.
- Respect the dignity, professional status of, and professional relationships with their fellow students, faculty, staff and other health care providers.

### Responsibilities:

#### 1. Responsibility to Patient

##### a) SERVICE

- i. **Life, Health and Well-Being:** The primary concern is the life, general health and well-being of the patient. It is the responsibility of the student to provide patients with the highest quality of care in a timely manner, acknowledging the constraints presented by the patient and the resources of the faculty.
- ii. **Appropriate and Pain-free Oral Function:** It is the responsibility of the student to plan treatments that deal with the specific nature of dental health for each individual patient with regards to variables such as the patient's age, general health, underlying anatomy, and compliance with oral hygiene. This responsibility is dependent on the patient's cooperation, interest and commitment to the receipt of treatment.
- iii. **Patient Autonomy:** The patient has the right to choose, on the basis of adequate information, from alternative treatment plans that meet professional standards of care. The treatment plan may or may not be the preference of the student or the supervising faculty. The student's role is to provide information in an effort to help the patient choose a treatment plan.
- iv. **Dignity:** students value and advocate the dignity and self-respect of patients. Students relate to all patients receiving care, as persons worthy of respect and endeavor in all their actions to preserve and demonstrate respect for each individual.
- v. **Fairness:** A student shall not exclude, as patients, members of society on the basis of discrimination with respect to factors such as race, ethnicity, culture, spiritual beliefs, social or marital status, gender, sexual orientation, age, health status, lifestyle or the physical attributes of the patient.

- vi. **Accountability:** students conduct themselves with honesty and integrity. Students practice within their own level of competence. They seek additional information or knowledge; seek the help, and/or supervision and help, of an instructor when aspects of the care required are beyond their level of competence.

b) **COMPETENCY**

- i. Students must keep knowledge current and strive for new knowledge.

c) **CONFIDENTIALITY**

- i. Patient information acquired in the practice of dentistry shall be kept in strict confidence, except as required by law.

d) **TREATMENT ACCORDING TO AN APPROVED AND ACCEPTED PLAN**

- i. Provision of treatment as discussed and agreed upon by student, clinic instructor and patient.

e) **PROVISION OF INFORMATION**

- i. A student is obligated to provide to patients an honest comment and opinion of their oral health.

f) **PROPER MANAGEMENT OF RECORDS**

- i. A student must maintain accurate and comprehensive records of medical and dental histories, clinical findings, diagnoses, treatment plans, and treatments of each patient. Such records or reports of clinical information must be released to the patient, or to whomever the patient directs, when requested by the patient.
- ii. When there is a transfer of patient care to another student, dentist or dental hygienist, the original student practitioner must ensure that a copy of the patient's record is readily available to the new practitioner.
- iii. The student must not falsify written or electronic documents including student or patient records in any manner such as changing previous entries, making false entries, or forging signatures, with the intent to defraud, injure or deceive another.
- iv. The student must not misuse written or electronic documents, including patient records, by unauthorized removal of such documents from their location of instruction or storage, or unauthorized use or dissemination of personal or private information in such documents.

## 2. Responsibility to Public

a) **POLICY ON REPRESENTATION**

- i. Students shall not represent their education, qualifications or competence in any way that would be false or misleading.

b) **COMMUNITY AND UNIVERSITY ACTIVITIES**

- i. Students are encouraged to support and participate in community and university affairs, particularly when these activities promote the health and well-being of the public.
- ii. Students are encouraged to educate the public in the promotion of oral health.

c) **POLICY ON SUBSTANCE ABUSE (INCL. ALCOHOL, PRESCRIPTION & NON-PRESCRIPTION/ STREET DRUGS)**

- i. Drug addiction is a primary, chronic disease with genetic, psychosocial, and environmental factors influencing its development and manifestations. The disease is often progressive and fatal. It is characterized by continuous or periodic impaired control over the substance, preoccupation with the substance, use of the substance despite adverse consequences, and distortions in thinking, most notably denial.
- ii. Students who wish to include alcohol as part of their social activities will do so responsibly and lawfully.
- iii. Students have the responsibility to recognize and address any problematic issues concerning substance abuse.

- iv. Persons planning events on campus should be mindful of the complexities introduced into planning an event with the potential of substance abuse. Event management issues - the presentation of entertainment, provision of refreshments, management of the participants or audience, security and other factors require serious attention for any event and more so for an event at which alcohol is served or other substances might be used. Event organizers must fully understand the university alcohol policy and applicable laws, and manage their events accordingly. Event organizers are expected to keep the safety and well-being of participants at the forefront of their planning and management of events.

**d) POLICY ON ILLEGAL DRUGS**

- i. The unlawful possession, use, or distribution of illicit drugs or alcohol by any student or employee on university property or as part of or in connection with any university activity is prohibited.

### **3. Responsibility to the Professions and the UBC Faculty of Dentistry**

**a) INAPPROPRIATE CONDUCT**

- i. Students are expected to conduct themselves with impeccable integrity and are obligated to address the violations of professional conduct first to the individual and then to the school if the problem persists.
- ii. Theft from or willful damage to the premises or property of the Faculty of Dentistry, an affiliated institution or the property of a faculty member, employee, student, or patient of the Faculty of Dentistry is unacceptable conduct. Such property includes, but is not limited to, equipment, instruments, and the work of others.

**b) PROFESSIONAL EQUALITY**

- i. The professions should be viewed as a partnership of equals. All students are colleagues with equal moral status and obligation in the decision making process of the activities of the professions and the school.

### **4. Responsibility to Fellow Students**

**a) JUDGMENTS IN PEER RELATIONS**

- i. A student should not make disparaging comments about fellow students or their work, to a patient or the public.
- ii. When students suspect unethical conduct or incompetent or unsafe care and have reasonable grounds for concern about the behaviour of colleagues in this regard, or about the safety of conditions in the clinic, they should address the issue with the offending student. If this fails to resolve the problem, the student is obligated to report the issue to the faculty.

**b) Judgments in Relations with Faculty**

- i. To be discussed and developed by Faculty and Students.

**c) Competition and Cheating**

- i. Students must not compete for patients or professional services by methods that would adversely affect the honour, dignity or prestige of the dental profession.
- ii. Students must not obtain, receive, or use assistance during an examination or other formal exercise from any source, which is not authorized by faculty. This shall include, but not be limited to, the copying of answers from another student, communicating with another student in order to obtain such information, and using unauthorized notes or devices. Students must not submit a technical or written assignment that is not the work of the assignee.

**d) Competence**

- i. Students must not compare their professional competence to that of other students.

## Appendix II - Professional Standards for Learners

Passed by: University of British Columbia (UBC) Senate February 13, 2013

### PROFESSIONAL STANDARDS FOR LEARNERS<sup>1</sup> AND FACULTY MEMBERS IN THE FACULTIES OF MEDICINE AND DENTISTRY AT THE UNIVERSITY OF BRITISH COLUMBIA

The Faculties of Medicine and Dentistry are committed to creating a learning and work environment conducive to optimal education, research, and clinical care. This is sustained by learners and faculty committing to the highest level of professional conduct in their communications and interactions in all University-related activities.

Learners, faculty and staff are expected to be familiar with and comply with the policies of the University relating to conduct. This includes, but is not limited to: UBC Policy #3, Discrimination and Harassment; UBC Policy #85, Scholarly Integrity; UBC Policy #97, Conflict of Interest and Conflict of Commitment; and the UBC Statement on Respectful Environment for Students, Faculty and Staff, as amended from time to time. When learners, faculty and staff carry out work or training activities in clinical settings they are also expected to abide by relevant policies and procedures governing conduct within those clinical settings.

Membership in the health professions demands integrity, competence and adherence to ethical standards. Professional conduct is the set of attitudes, behaviours and characteristics deemed desirable in members of a profession and which define the profession and its relationship to its members and to society. Learners and faculty in professional programs are expected to meet expectations regarding professional behaviour set out in the codes of ethics and conduct of their respective professional organizations and regulatory bodies.

The Faculties of Medicine and Dentistry have identified the standards of professional conduct set out in this policy as minimum requirements for the conduct of learners and faculty in professional programs. All learners and faculty are expected to abide by these standards of professional conduct at all times and in particular while in any setting where academic, research, clinical activities or extra-curricular sports and social activities are carried out under the auspices of the University or where the learner or faculty member is representing the University or its interests.

In the Faculties of Dentistry and Medicine, learners' professional conduct is evaluated as a component of the academic evaluation required by their program. Learners in professional programs who fail to meet expectations regarding conduct set out in this policy in a training program within the Faculties, or in any applicable Code of Conduct of their respective professional organizations and regulatory bodies, may be deemed to be unsuitable for further training and may be dismissed from their program. Faculty who fail to meet expectations regarding conduct may be subject to discipline by the University.

Concerns that a learner or faculty member has breached these standards may be brought to the attention of the Associate Dean Equity and Professionalism in the Faculty of Medicine, or to the appropriate Department Head, School Director, Site Director, Associate Dean, or Program Director in either Faculty.

<sup>1</sup> Learners include undergraduate students, postgraduate learners, graduate students, post-doctoral fellows, residents and fellows whether they are enrolled full time or part time in programs offered by the University of British Columbia or whether they are attending the University on a temporary basis as part of an elective or other program.



## STANDARDS OF PROFESSIONAL CONDUCT

Learners and faculty are required to demonstrate the behaviours and to meet the expectations of professional conduct set out below:

### 1. Honesty

1.1. Act with integrity and demonstrate personal and academic honesty in all interactions and communications, verbal and written.

1.2. Conduct research in accordance with University policies and in an ethical and unbiased manner, record and report results truthfully, and credit work and ideas developed by others. Appropriately acknowledge the contributions made by others to your research, publications and other presentations.

1.3. Accurately report and record history and physical findings, test results, and other information pertinent to the care of the patient.

1.4. Neither give nor receive, aid in examinations unless such cooperation is expressly permitted by the instructor.

1.5. Engage in ethical interactions with industry, by declaring and managing conflicts of interest, real or perceived. Disclose to sponsors, universities, journals or funding agencies, any material conflict of interest, financial or other, that might influence their decisions on whether the faculty member or learner should be asked to review manuscripts or applications, test products or be permitted to undertake work sponsored from outside sources.

### 2. Respect for Others

2.1. Do not discriminate in interactions with others, on the basis of age, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, unrelated criminal convictions, or any other ground protected by human rights legislation.

2.2. Create and maintain an atmosphere conducive to learning and to the conduct of professional work in all learning environments (classroom and all clinical settings). Maintain personal composure and consideration for others in all interactions. Model language, appearance, and demeanor appropriate to the academic or professional healthcare setting.

2.3. Ensure that all communications on the internet and social media are respectful and meet the same level of professionalism as would be expected in direct or other written communications with and about colleagues, instructors, learners, and patients.

2.4. Establish and maintain appropriate personal boundaries in relationships with patients, staff, learners and faculty, recognizing your potential influence over others and the vulnerability inherent in relationships in which there is a power disparity.

2.5. Respect the personal boundaries of others including, but not limited to, refraining from making unwanted romantic or sexual overtures, protecting personal information, and respecting individual workspace.

2.6. Do not engage in sexual or romantic relations with patients, or with individuals with whom you have a supervisor/supervisee relationship. Do not engage in exploitive relationships with colleagues, learners, patients, or their families for emotional, financial, research, educational or sexual purposes.

2.7. Treat patients and their families with respect and dignity both in their presence and in discussions with other members of the health care team or academic community.

2.8. Treat all members of the health care team or academic community with respect and dignity in, or out of, their presence, in written communications, and in discussions with others.

2.9. Provide feedback, oral or written, to members of the health care team or academic community, in a timely, constructive and respectful manner to identify deficits and effect change and not to embarrass or humiliate.

2.10. Respect patient autonomy by disclosing findings and test results pertinent to the patient's care and by discussing treatment options with the patient or legal representative and by involving the patient, or legal representative, in the treatment options where appropriate and with regard to the patient's preferences

- 2.11. Adhere to the guidelines for informed consent and consult with the patient's legal representative when a patient lacks the capacity to make treatment decisions.
  - 2.12. Respect the intellectual property of others by adhering to University policy and guidelines related to copyright and distribution of written, audio or digital materials.
3. Confidentiality
    - 3.1. Respect and maintain the privacy and confidentiality of information about patients and research and educational participants. This includes limiting discussion of patient health issues to appropriate settings for clinical or educational purposes and to those family member caregivers identified by patient consent.
    - 3.2. Avoid potential breaches of privacy and confidentiality when communicating through various modes of communication, especially the internet and social media, and take precautionary measures including using other more secure means of communicating as required.
    - 3.3. Act in accordance with obligations imposed by privacy legislation related to collection, storage and disclosure of personal information and maintenance and use of health records.
    - 3.4. Adhere to data access and security regulations in both academic and clinical settings. Do not share computer login codes, communicate patient data via unsecured networks, or obtain or use any other information outside the bounds of the defined access and use regulations. Use only institution-approved personal data storage devices, such as USB keys, and use appropriate password/encryption to protect sensitive data.
    - 3.5. Do not access personal information related to patients or any other individuals stored in files or computers in the University or clinical setting unless you require that information for research projects approved by the applicable UBC or UBC-affiliated Review Ethics Board, or to fulfill your clinical duties to a patient with whom you have a current health professional/patient relationship.
  4. Responsibility
    - 4.1. Be accountable to yourself and all relevant stakeholders for personal decisions in the workplace and all learning environments. Passed by: University of British Columbia (UBC) Senate February 13, 2013
    - 4.2. Promote and maintain personal health and well-being and monitor your physical and mental fitness to perform duties in the academic and clinical setting. Seek appropriate assistance as required in the event you are physically or mentally unfit to perform your assigned duties.
    - 4.3. Recognize personal limitations when the situation exceeds your level of experience or competence, and consult with and refer to appropriate professional colleagues.
    - 4.4. Follow specified protocols to disclose and address clinical errors or misjudgments.
    - 4.5. Do not use alcohol or drugs, including prescription drugs, in any way that could interfere with academic, professional or clinical responsibilities.
    - 4.6. Participate in the processes of self-regulation of the profession.
    - 4.7. Report professional misconduct to the appropriate authorities while taking care to avoid unjustly discrediting the reputation of members of the health care team or of the academic community.
    - 4.8. Model behaviour consistent with the Code of Conduct and ethics of your professional and licensing bodies, and teach and promote concepts of professional behaviour, ethical research and practice.
    - 4.9. Maintain and enhance competence through commitment to professional development and practice evaluation.
    - 4.10. Demonstrate self awareness and responsibility for your actions by accepting and responding appropriately to supervision and feedback regarding academic and clinical and professional performance.
    - 4.11. Meet expectations related to punctuality, attendance and participation in all academic classes and clinical settings including student placements. Meet deadlines for group or individual assignments, or for the submission of requested documentation and information in the clinical or academic setting. Make timely alternative arrangements when you are unable to meet stated deadlines.
    - 4.12. Maintain fiscal responsibility and accountability in relation to clinical and research programs and contracts.
    - 4.13. Use social media responsibly refraining from posting any information or comments related to patients, and from disclosing personal or confidential information about members of the health care team or academic community. Do not post information that is untruthful, hurtful, or disrespectful and use discretion when posting personal information.

- 4.14. Use computers provided in the academic or health care settings in accordance with the applicable policies and engage for personal use only as provided in the site policies.
- 4.15. Use personal communication devices in the academic or health care settings appropriately. Use of personal communication devices must not be disruptive or interfere with interactions with patients, families, or other health care providers. Comply with requests from patients or other health professionals to cease using personal communication devices in the academic or health care setting.

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Ad Hoc Review Committee Members:

Gurdeep Parhar (Chair)	Roslyn Goldner	Ailve Mary McNestry
Setarah Astiani	Candida Graham	Fred S. Mikelberg
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Isabel Chen	Samantha Kelleher	Ashley Secrest
Jessica Cheng	Jill Kernahan	Victoria Smye
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Lara Dahle	Anne-Marie Kidd	Angela Spencer
Liza Dao	Ismail Laher	Michelle Tra
Dawn Dewitt	Karen Lam	Joanne Walton
Donna Drynan	Michael Lee	Derek Wilson
Lynda Eccott	Peter Leung	Roger Wong
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Patricia Gerber	Cameron Mang	Anush Zakaryan
Lise Gillen	Devon McConnachie	

## Appendix III – Liability Insurance for Students

All students are insured for liability against care provided as long as it is part of the DMD or DHDP curriculum. Coverage includes care provided to patients during all clinical sessions from Years 1 through 4.

UBC's liability insurance is also provided for students participating in , externships, volunteer activities and Oral Health Centre summer clinic that are supervised by faculty members. In the case of externships and volunteer activities, a memorandum of understanding between the hosting clinic and UBC must be in place. .

This liability coverage mentioned above extends to care situations. This liability insurance is not required when a student observes in an outside clinic, private practice, hospital setting or other facility when no examination, radiographs, treatment (or care of any kind) is provided to patients by the student.

When the student is participating in the Summer Student Practitioner Program (SSPP) that is outside of the DMD curriculum and the activities undertaken by the student involve patient care (this is an all-encompassing, general term), then the student must be licensed by the College of Dental Surgeons of BC to provide such care and also have their own liability insurance.

## Appendix IV – Guidelines for Examination Conduct and Invigilation

This document contains important guidelines for the conduct and invigilation of formal examinations by the Faculty of Dentistry in order to conform with UBC academic regulations.

### Invigilator Responsibilities

To reduce the possibility of irregularities during an exam, Invigilators should be visible at all times. Cheating (including, but not limited to: talking; viewing, copying or sharing answers; making, using or sharing notes; or using communications devices) may result in the exam materials being confiscated, and the candidate being dismissed from the examination and referred to the President's Advisory Committee on Student Discipline via the Senior Associate Dean (see "Process for candidates suspected of misconduct during an examination" below). Invigilators will make an immediate written report of any irregularities and provide copies to the Senior Associate Dean.

If a student requires examination accommodation (e.g. extra time), the Chief Invigilator will be advised, in advance of the examination, of the requirement or provided with a form from the Centre for Accessibility office outlining the accommodation required.

### Exam Rules

- Each candidate must be prepared to produce, upon request, a UBC card for identification.
- Candidates are not permitted to ask questions of the Invigilators, except in cases of supposed errors or ambiguities in examination questions, in which case, questions should be directed to the Chief Invigilator.
- No candidate shall be permitted to enter the examination room after the expiration of one-half hour (30 minutes) from the scheduled starting time, or to leave during the first half hour of the examination. Should the examination run forty-five (45) minutes or less, no examination candidate shall be permitted to enter the examination room once the examination has begun.
- All notes, books, backpacks, phones, electronic devices, etc. are to be placed below the exam desk or away from the seating area.
- All phones and electronic devices are to be turned off.
- Candidates are prohibited from accessing notes, texts or any other materials that may unfairly assist them in the examination, including cellular telephones, pagers or other communication devices into the exam room, and from removing, destroying or copying any examination materials or questions from exams or exam reviews.
- Candidates suspected of any of the following, or similar, dishonest practices may be immediately dismissed from the examination and shall be liable to disciplinary action.
  - Having at the place of writing any books, papers or memoranda, calculators, computers, audio or video cassette players, cell phones or other memory aid devices, other than those authorized by the examiners.
  - Speaking or communicating with other candidates.
  - Purposely exposing exam answers to the view of other candidates or viewing other candidate's exam answers. The plea of accident or forgetfulness shall not be received.
- Candidates are not permitted to bring food into the examination room. Candidates are permitted to bring water in transparent water bottles into the exam room.
- Candidates may be excused to use the washroom at the discretion of the Chief Invigilator, but only one candidate at a time may be excused and must be accompanied by an invigilator. All exam materials must be left in the examination room and candidates are expected to continue to follow exam rules while excused.
- Candidates should review the protocol in the event of a fire alarm or other disruption.

### Process for candidates suspected of misconduct during an examination

- Misconduct includes impersonating a candidate at an examination or availing oneself of the results of such impersonation or cheating on an examination (see above) or falsifying material subject to academic evaluation. Cheating includes inter alia, having in an examination any materials other than those authorized by the examiners.
- Section 61 of the University Act gives the President of the University the power to suspend students and to deal summarily with any matter of student discipline. To advise the President on measures to be taken, the President has established the President's Advisory Committee on Student Discipline. An alleged instance of student misconduct deemed serious enough for action by the President shall be referred to this Committee unless otherwise directed by the President. The Committee will conduct a hearing at which the student is invited to appear. The Committee will report to the President, who will then make the final decision.

The penalties which may be imposed, singly or in combination, for any of the above offences may include, but are not limited to, the following:

- A failing grade or mark of zero in the course, examination, or assignment in which the academic misconduct occurred.
- Suspension from the University for a specified period of time, or indefinitely. Students will not receive credit for courses taken at another institution during a suspension.
- Suspension or cancellation of any scholarships or prizes.
- A letter of reprimand.
- Restitution in the case of damage to, or removal or unauthorized use of, property.
- A notation of the academic discipline on the student's record in the Student Information System, which will appear on the student's Transcript of Academic Record. However, after a specified period of time, the student may appeal to the President to have this notation removed.
- The penalty for substantial or complete plagiarism, or for cheating, normally is suspension from the university.

### Sudden exam disruption

- In the event of a fire alarm or bomb threat, all students must leave the building immediately.
- All examination materials must be left face down on the desk before leaving the building.
- The Chief Invigilator is responsible for the examination papers that have been left in the room.
- Students are to remain as a group and congregate at a designated meeting area that is determined by the Chief Invigilator before the exam commences.
- Students must not discuss the examination or consult notes or textbooks.
- The Chief Invigilator will consult with building authorities, police or the fire department to assess when the building is safe for return.
- The Chief Invigilator will decide whether or not to resume the examination. If the examination is resumed, lost time should be added to the allowed time for the exam, ensuring that students have at least two hours before their next scheduled exam.
- If the exam is not resumed, the Chief Invigilator will immediately contact the Exam Scheduler to arrange for a new examination time that does not violate the university rule regarding no more than two examinations within in a 24 hour period. Students should be advised that they will be notified via email of the rescheduled date, time and location.

Sources: UBC Academic Regulations, Faculty of Science End of Term Guide

### **Terms of Reference for Faculty of Dentistry Academic Progress Committees (APC)**

#### **General**

- Review undergraduate (DHDP and DMD programs) student academic progress and, in the case of DMD and DHDP Entry-to-Practice students, qualification for advancement to the next academic year
- Determine alternatives for students with deficient academic standing
- Recommend students for awards
- Recommend students for graduation to Faculty Council

#### **Committee Composition**

The Faculty of Dentistry Academic Progress Committees (one for Year 4 DHDP students, one for Years 1, 2 and 3 DHDP students and one for each year of the DMD program) consists of Module/course Coordinators/Course Instructors (or their designates), the Associate Dean of Students (or designate), and invited guests at the discretion of the Chair, and Department Heads (ex officio), and in the case of the DHDP, the Program Director or designate. The Associate Dean of Students (or designate) and invited guests are non-voting members, and are present to present information to APC members of any extenuating circumstances that may inform Committee decisions. The Associate Dean of Students (or designate) and invited guests are not part of the decision process. All other faculty Committee members are eligible to vote on Committee decisions. Each Committee is chaired by the Senior Associate Dean.

All Committees are supported administratively by the Manager, Student Academic Services who prepares grade reports and documents the decisions taken by the Committee. Minutes of Academic Progress meetings are not normally released.

#### **Committee Meetings**

##### **During the Academic Year**

Academic Progress meetings are scheduled to review student progress and to recommend appropriate action for students in academic difficulty.

##### **At Academic Year End**

- The Faculty will determine each student's fitness for promotion at the end of each session (see the UBC Calendar and the Faculty of Dentistry Academic Policies and Procedures Manual). No student with deficient standing will be promoted.
- The Academic Progress Committees meet at the end of each session to review student progress and advancement, and to make award recommendations.
- Deliberations at the end of the academic year are based not only on quantifiable grades derived from assessments of Knowledge and Clinical Skills, but also on faculty assessments in the domain of Professionalism.
- Students who have met all academic requirements in the domains of Professionalism, Knowledge and Clinical Skills will be recommended for advancement to the next program year or for graduation, as applicable.
- A student whose academic standing is unsatisfactory may be required either to withdraw from the Faculty or to repeat the entire work of the year.
- If the progress of a student has been unsatisfactory in any given session, the Faculty may permit a supplemental examination in the subject(s) failed provided that an average of at least 60% in the work of the year, including the failed Module(s)/Course(s), has been attained. The Module/course Coordinator concerned may direct such work as will be necessary to prepare for supplemental examination. It is the responsibility of the student to consult with the Coordinator concerned about such arrangements. A student who satisfies the requirements of the Module(s)/Course(s) concerned and passes each supplemental examination with a mark of at least 65% will be promoted. All supplemental examinations must be taken at the University, except in the case of fully online courses, where arrangements will be made directly with the Coordinator.
- A student in the first year who fails to be promoted will not normally be permitted to repeat the year except under special circumstances.
- Although satisfactory academic performance is prerequisite to advancement, it is not the sole criterion in consideration of the suitability of a student for promotion or graduation. The Faculty reserves the right to

require a student to withdraw from the Faculty if considered to be unsuited to proceed with the study, or enter the practice, of Dentistry or Dental Hygiene.

### **Professionalism Assessment**

- Professionalism is assessed in Courses/Modules according to criteria specified in the Faculty's Academic Policies and Procedures Manual.
- Failure in the Professionalism domain ordinarily means that a student must repeat the year or withdraw from the program, depending on performance in the other domains of assessment, the number of Courses/Modules failed, the magnitude of the failure(s) and the professional judgment of the faculty as to the potential of the student to improve. Remediation and/or supplemental examination may be offered on a limited and restricted basis.
- In the event incidents of unprofessional behaviour are reported to the Academic Progress Committee, students may receive an overall failing grade in professionalism in the academic year and must repeat the year or withdraw from the program regardless of performance in other domains of assessment.
- Module Coordinators will review all comments made by the instructors in the module. The determination of the overall professionalism grade presented to the Academic Progress Committee will be based on the professional judgment of the faculty. Note that there is no requirement for a Faculty to provide remediation. The opportunity for remediation, when it can be offered, is based on the professional judgment of faculty as to a student's potential to improve, as demonstrated by their performance in the program, and in consideration of the resources available to provide this more individualized, additional instruction.

### **Clinical Skills Assessment**

- Clinical Skills are assessed according to criteria specified in each applicable Course/ Module and students must achieve a passing grade in this domain in each Course/Module where Clinical Skills are assessed.
- Failure in the Clinical Skills domain ordinarily means that a student must repeat the year or withdraw from the program, depending on performance in the other domains of assessment, the number of Courses/Modules failed, the magnitude of the failure(s) and the professional judgment of the faculty as to the potential of the student to improve. Supplemental examinations may be offered on a limited and restricted basis.
- Note that there is no requirement for a Faculty to provide remediation. The opportunity for remediation, when it can be offered, is based on the professional judgment of faculty as to a student's potential to improve, as demonstrated by their performance in the program, and in consideration of the resources available to provide this more individualized, additional instruction.

### **Knowledge Assessment**

- Knowledge is assessed according to criteria specified in each applicable Course or Module and students must achieve a grade of at least 60% in this domain in each Course or Module.
- Failure in the Knowledge domain may result in a requirement to write Supplemental Examination(s) or to repeat the year or withdraw from the program, depending on performance in the other domains of assessment, the number of Courses/Modules failed, the magnitude of the failure(s) and the professional judgment of the faculty as to the potential of the student to improve.



## Faculty of Dentistry Process for Appeals Based on Academic Standing

A student with a failing grade(s) will be sent a letter by the Senior Associate Dean after the Academic Progress Committee (APC) meeting, communicating the decision of the APC (*e.g.* the privilege of supplemental examination(s), the privilege of repeating the year, or the requirement to withdraw from the Faculty). A student who is granted to privilege of repeating the year or is required to withdraw from the Faculty, the student must meet with the Senior Associate Dean (or designate) to discuss the APC's decision, the students' position with respect to the decision, and the appeal process. The letter advising the student of the APC's decision will state a date and time that has been set aside to meet with the Senior Associate Dean (or designate). In the event the student is unable to attend, it is the responsibility of the students to contact the Senior Associate Dean (or designate) to arrange an alternate time. In the event the student does not attend the meeting at the specified time and does not contact the Senior Associate Dean (or designate) to arrange an alternate time to meet, the student will have elected to not meet with the Senior Associate Dean (or designate).

The student will be asked to advise the Senior Associate Dean (or designate) within 10 working days of their meeting whether they accept the decision of the Academic Progress Committee or wish to appeal the decision to the Dean. If the student wishes to appeal the decision of the Academic Progress Committee, the appeal must be made *in writing* to the Dean, specifying the basis of the student's appeal, within 10 working days of the meeting with the Senior Associate Dean (or designate).

The written appeal to the Dean must be based on issues of process with respect to how the failing grade(s) were determined. For example, if a student can demonstrate that no information was provided indicating how a certain Module would be graded, and they then received a failing grade, the student could appeal the failing grade, and the decision of the Academic Progress Committee based on that grade, on the grounds that the Module Coordinator had failed to communicate the assessment process.

On the other hand, students cannot claim unfairness or surprise when they have been advised in advance of the grading process, even if the student disagrees with the outcome. A student's appeal to the Dean cannot be based on their disagreement with the professional judgment of faculty member(s).

When preparing the appeal letter to the Dean, the student must ensure that all facts, propositions, supporting documentation and information are included with the appeal letter. The Dean will only review points of the appeal stated within the appeal letter. The Dean will review the letter of appeal and meet with the student to review their concerns. The Dean will then respond, in writing as soon as is practical, to the student with a decision regarding the student's appeal.

If the Dean denies the appeal, the student will be asked to indicate within 10 working days of receiving the Dean's letter whether they accept the decision of the Dean or wish to appeal the decision to the UBC Senate Committee on Appeals on Academic Standing (procedures below). The appeal process to the Senate must begin within this same 10 working day window.

At the Faculty's option, a student who has been required to withdraw **may** be offered the option of voluntary withdrawal from the program, in which case, a "W" standing will be noted on their transcript in place of a grade for any failed or incomplete courses. Once a student chooses to exercise their right to appeal outside the Faculty the requirement to withdraw, their failing grade(s) must be entered on their transcript for consideration by the Senate Committee on Appeals on Academic Standing.

### UBC Procedures

A student who wishes to appeal the decision of the Dean must lodge a written notice of appeal with the Registrar within 10 working days of being informed in writing of the Dean's denial of the appeal. Students should note that **the UBC Committee hearing academic appeals has no jurisdiction where the sole question raised in an appeal turns on the exercise of academic judgment by a Faculty.**

For a comprehensive description of the procedure to appeal to the Senate Committee on Appeals on Academic Standing, please go to the following URL:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,53,0,0> or contact the Assistant Registrar, Senate and Curriculum Services, Enrolment Services.

### **Summary of Critical Timelines in the Appeal Process**

- 10 working days:           from meeting with Senior Associate Dean (or designate) to either:
- a. accept Academic Progress Committee decision or,
  - b. submit written letter of appeal to Dean
- 10 working days:           from receiving Dean's response to either:
- a. accept Dean's decision or,
  - b. submit written intention to appeal to Senate Committee on Appeals on Academic Standing

### **Differentiated Time Accommodation for Assessment in the Faculty of Dentistry**

This document outlines the understanding of the Faculty of Dentistry with respect to accommodation in the form of extra time during assessment for students in our undergraduate (BDS Sc Dental Hygiene), post-baccalaureate (DMD) and graduate/post-graduate clinical programs. It has been approved by UBC Centre for Accessibility.

For the following types of assessment involving processing of written information, extra time as prescribed by UBC Centre for Accessibility is not expected to compromise the academic standards of the Faculty:

**Written:** may be multiple choice question (MCQ), short-answer or essay formats; may be paper-based or computer-based; may be part of an Objective Structured Clinical Examination (OSCE)

**Lab:** involves anatomical specimens, either macroscopic or microscopic; may be paper-based or computer-based; usually involves timed stations for each specimen

For assessments of clinical skills, including the application of knowledge in a clinical context, extra time could violate the Faculty's academic standards and push beyond reasonable the time required to care for patients. Thus, all students, unless extra time for a particular assessment has been specifically prescribed by Centre for Accessibility, would be given the same amount of time to complete the following types of Clinical Skills assessments, that time to be prescribed by content experts in the Faculty:

**Oral:** a range of questions related to either specific topics or general practice; may include student-provided or instructor-provided case(s)

**OSCE** (objective, structured, clinical examination): involving clinical (simulation or patient) skills in assessment, diagnosis, treatment planning and/or treatment; may include photos, radiographs, casts, case scenarios; usually involves timed stations for each question

**Case Presentation:** student may present clinical summaries individually, or as part of a group, to an instructor, with related Q&A

**Clinical Skills Test** (simulation or patient-based): student assigned specific procedure(s) to be completed on a mannequin or for a patient

**Daily Clinical Assessment:** clinicians assess student progress in the application of knowledge, skills and professionalism in the clinic, in either simulation or patient care

## **FACULTY OF DENTISTRY ONLINE RESOURCES TERMS OF USE AGREEMENT**

The Faculty of Dentistry Intranet and other Dentistry-related online resources provide users with access to recorded lectures, lecture notes, handouts, presentations, videos, assessments, and other materials that support student learning.

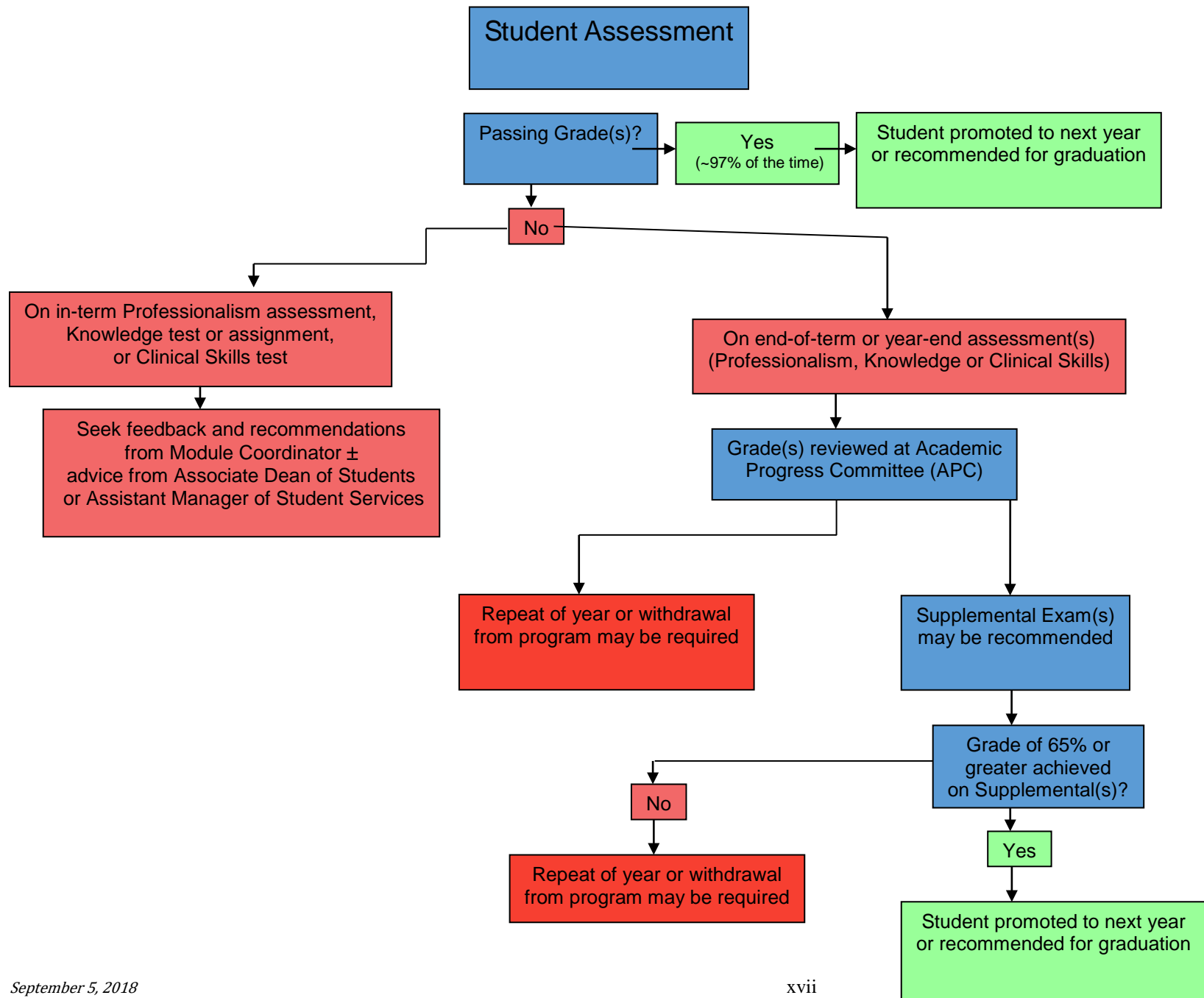
### **DENTISTRY ONLINE RESOURCES TERMS OF USE AGREEMENT**

As an authorized user of Dentistry's Intranet, you are expected to abide by UBC's "Appropriate Use of Technology" policy (<http://ctl.t.ubc.ca/distance-learning/learner-support/using-the-technology/>) when accessing the centrally administered suite of online course materials or Dentistry online curriculum content. Your access may be revoked at any time for misuse, which may include, but is not limited to:

- improper use, duplication or distribution of curricular materials,
- unauthorized collection or distribution of data, student or otherwise,
- unauthorized modification of site materials or student information,
- unauthorized dissemination of online access IDs.

Students who misuse online resources may also receive a grade of "Unsatisfactory" for Professionalism.

All materials on these sites remain the property of the respective contributor or the UBC Faculty of Dentistry, and you may not copy or distribute any material unless authorized to do so. Accessing these materials indicates your agreement to these Terms of Use.



**FACULTY OF DENTISTRY**  
**CONFIDENTIALITY STATEMENT**  
**PATIENT INFORMATION SYSTEMS**

The personal information contained in Patient Information Systems (such as Axium, Romexis, Dolphin, etc.) is subject to the BC Freedom of Information and Protection of Privacy Act (the “FIPPA”). Under section 30 of the FIPPA, UBC and its representatives are obliged to protect personal information from unauthorized access, collection, use, disclosure or disposal.

**I understand that when I access Patient Information Systems, I am responsible for maintaining the confidentiality and security of patient information stored in these systems and any information exported from these programs. I agree:**

1. Not to share the information with unauthorized users;
2. Not to export information from the systems unless authorized to do so;
3. Only to use or change the information for the purpose it was collected or a consistent purpose;
4. To maintain the security of my account; and
5. To promptly report any known or suspected breaches of confidentiality or security to the system administrator.

Any questions about the above should be referred to Dr. Andrea Esteves ([aesteves@dentistry.ubc.ca](mailto:aesteves@dentistry.ubc.ca)).

**Exam Accommodation Agreement**

I, \_\_\_\_\_, do hereby undertake that in consideration of being allowed to write my exam at a time outside the scheduled examination date and time, I shall not divulge the contents of the exam to any member of my class or any member of the DMD Program at any time. Nor, will I solicit from any member of my class the contents or portions of the exam.

I hereby covenant and promise that I will not remove, copy or otherwise disseminate the examination paper, or any notes thereof at anytime during the examination or following completion of the examination.

I understand the seriousness of this undertaking and acknowledge that any breach thereof may result in serious consequences against myself.

Dated at \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNED,

\_\_\_\_\_  
Student Name

Date: \_\_\_\_\_

**Exam Accommodation Agreement**

I, \_\_\_\_\_, do hereby undertake that in consideration of being allowed to write my exam at a time outside the scheduled examination date and time, I shall not divulge the contents of the exam to any member of my class or any member of the Dental Hygiene Degree Program at any time. Nor, will I solicit from any member of my class the contents or portions of the exam.

I hereby covenant and promise that I will not remove, copy or otherwise disseminate the examination paper, or any notes thereof at anytime during the examination or following completion of the examination.

I understand the seriousness of this undertaking and acknowledge that any breach thereof may result in serious consequences against myself.

Dated at \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNED,

\_\_\_\_\_  
Student Name



**UBC DENTISTRY** |  THE UNIVERSITY OF  
BRITISH COLUMBIA

**Student Request for Extended Absence  
Beyond the Allowable Two Consecutive Days**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

You have been granted an extended, excused, anticipated absence beyond the usual allowable two (2) consecutive days from \_\_\_\_\_ (dates) for \_\_\_\_\_ (reason).

**Please acknowledge that you understand the following conditions of this excused absence by signing below** (Reference: UBC Dentistry Academic Policies and Procedures):

1. Extended excused absences are considered on an individual case-by-case basis.
2. Excessive absences “*may lead to unsatisfactory assessments in the Professionalism domain and subsequent failure of a Module or Course*”. In addition, University policy states that “*students may be denied the privilege of writing the examination in any subject because of unsatisfactory work or attendance and in this case, they will be considered to have failed the course*”. (Section 7.3)
3. Excessive absences may affect a student’s ability to achieve the breadth and depth of experience required to receive a passing grade in a module.
4. “*Students who will be absent must also notify the Coordinator(s) or Session Instructor(s)/Tutor(s) concerned*”. This communication will give students information about their progress, which could influence a student’s decision to be absent. (Section 7.4)
5. “*Students must complete the online excused absence request form*”. (Section 7.4)
6. “*Students who miss a session are responsible for obtaining handouts and completing assignments that were missed, and for any content that was missed that may or may not appear on examinations. Make-up sessions for missed classes are not feasible*”. (Section 7.4)
7. “*Students who miss a scheduled rotation must contact the appropriate Program Assistant and must find a replacement student for the rotation. Make-up sessions for missed rotations are not feasible*”. (Section 7.4)

For further clarification of the Faculty’s Excused Absence Policy, please refer to the above mentioned UBC Dentistry, Academic Policies and Procedures Manual, or contact the Assistant Manager of Student Services at 604 822-0326.

Your endeavour to follow the absence policy and plan ahead for your absence is noted and appreciated. **Please be aware that students missing curricular content can experience poor academic performance and limited breadth and depth of clinical experiences.**

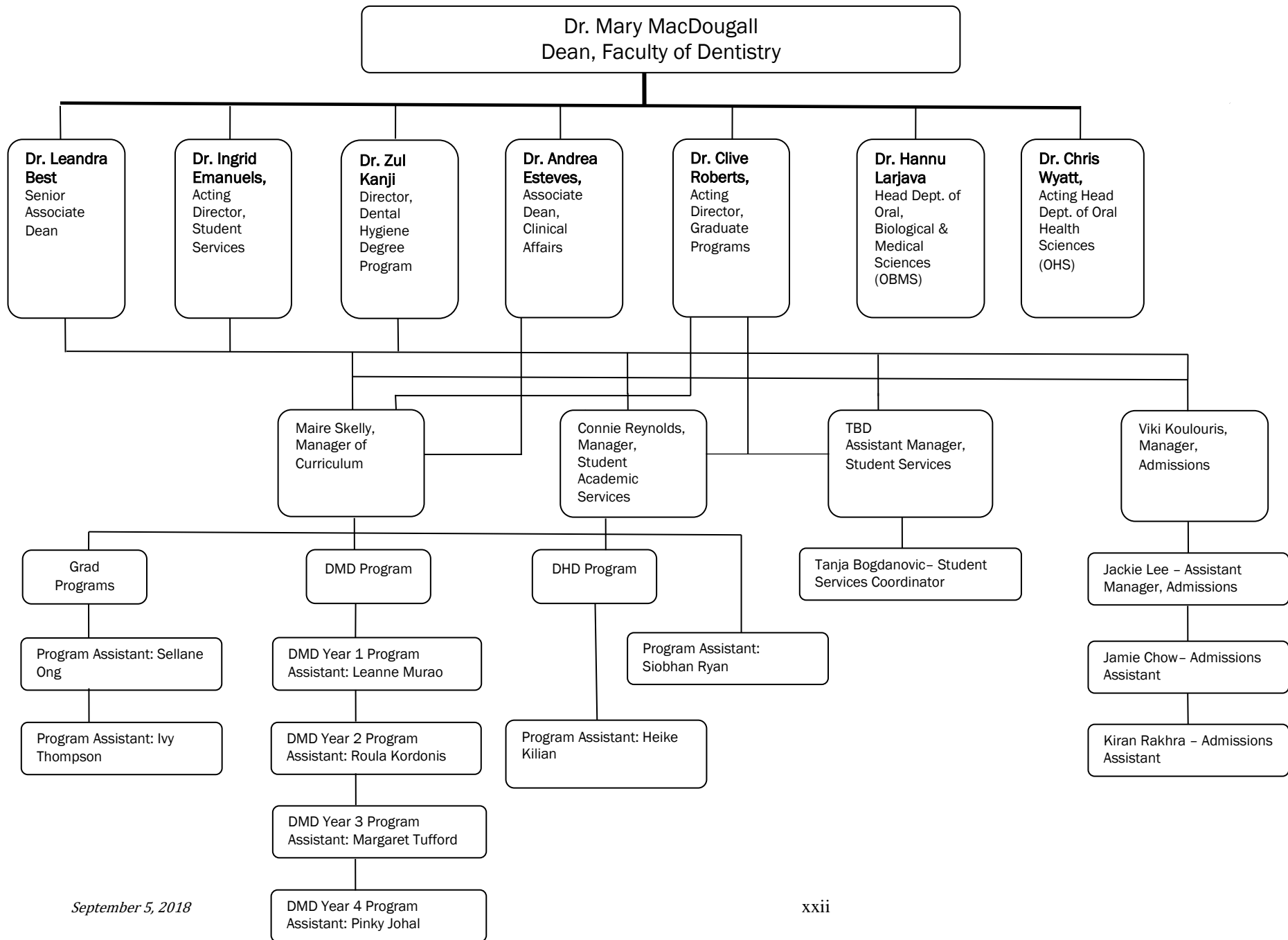
\_\_\_\_\_  
Student’s Signature

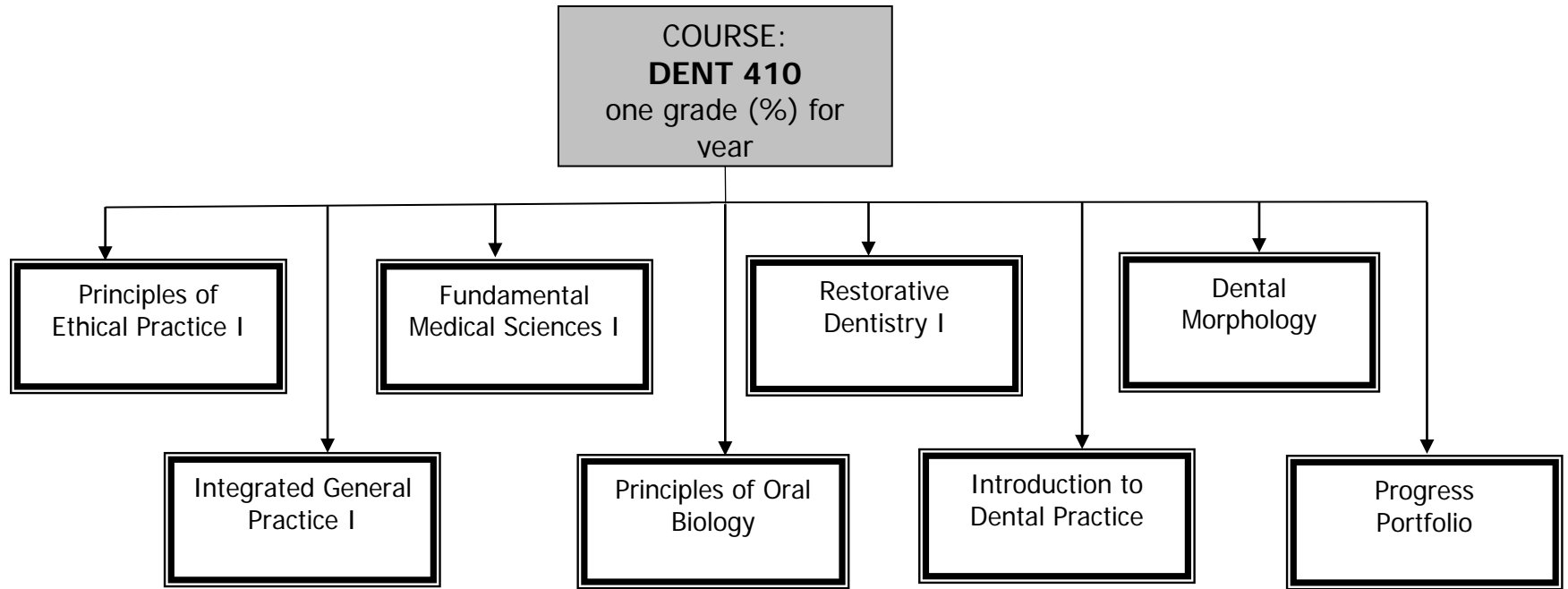
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Date

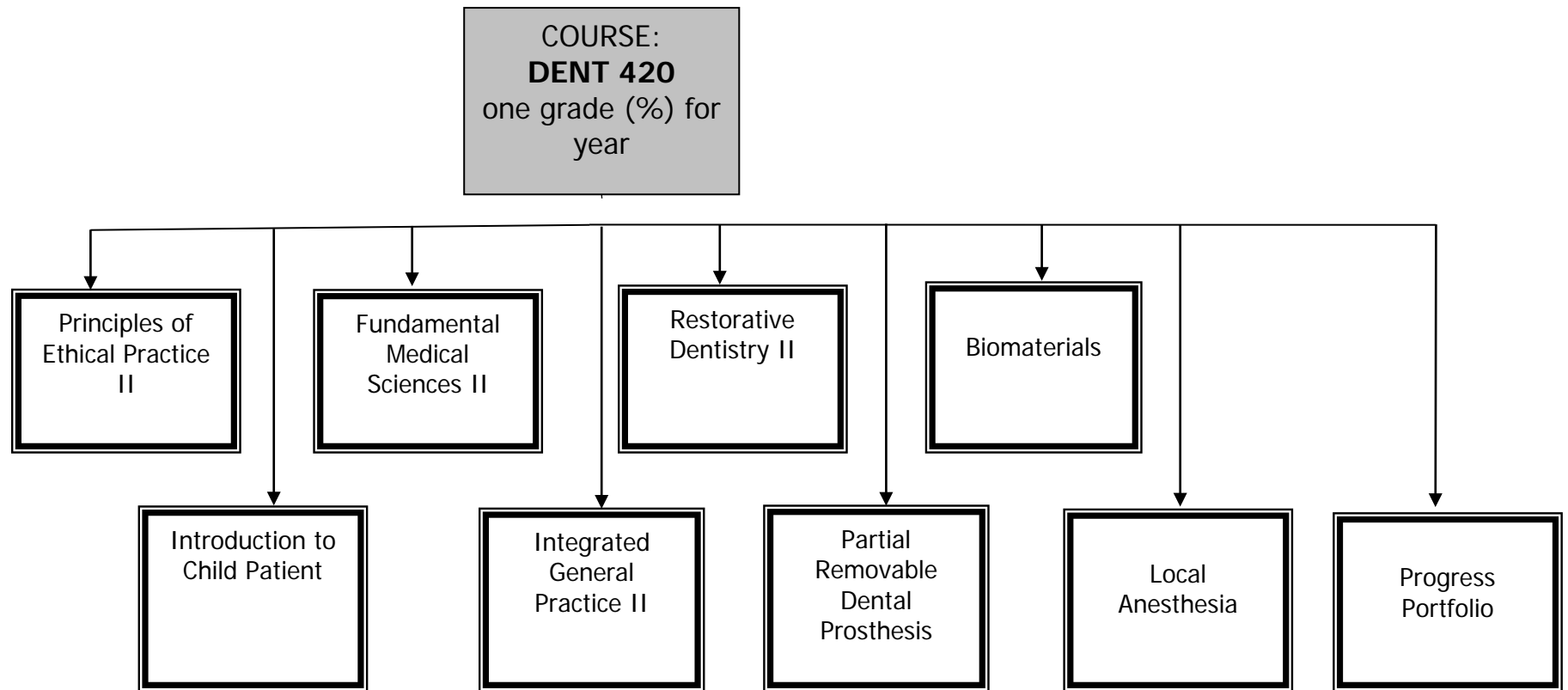
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Witness

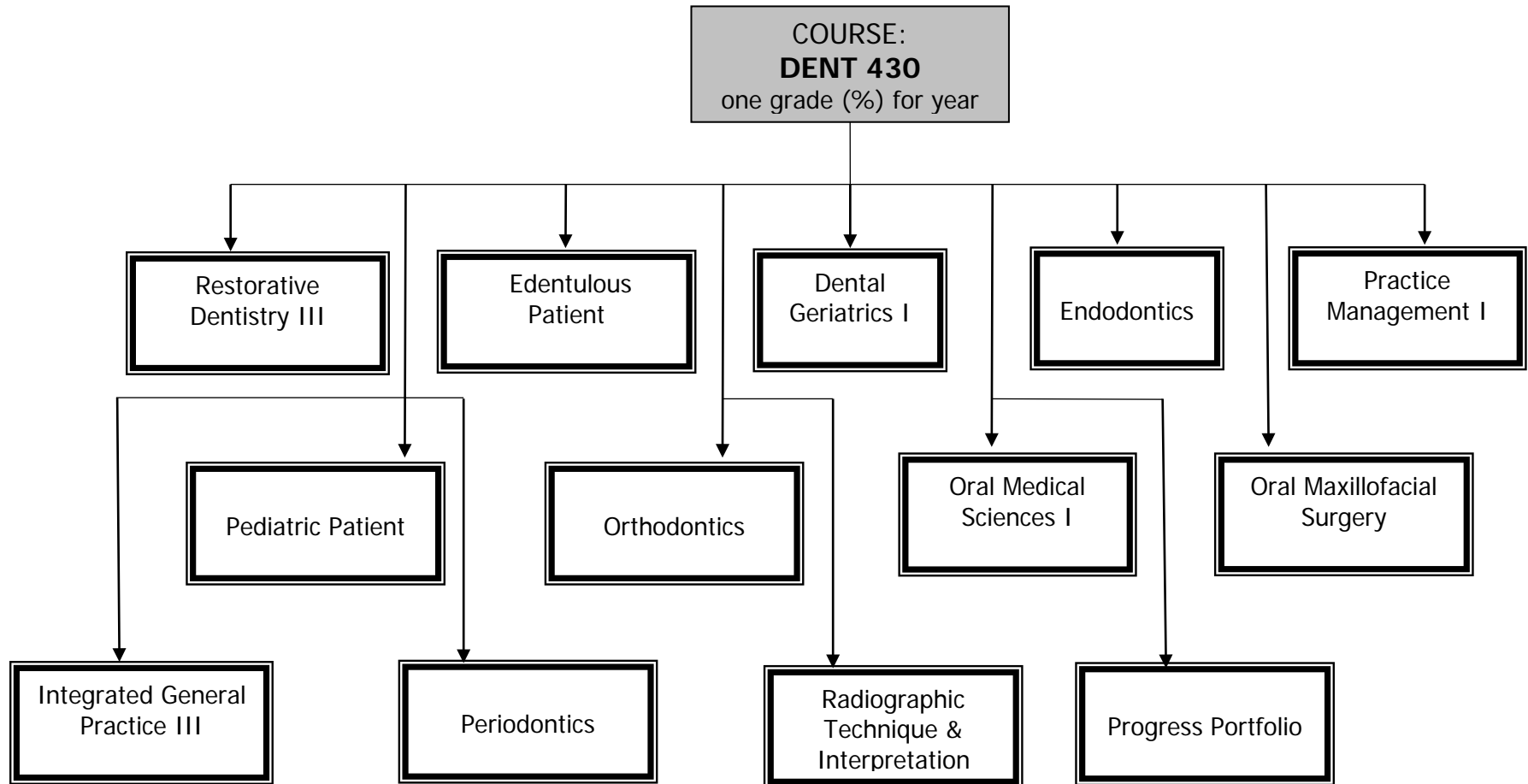
\_\_\_\_\_  
Senior Associate Dean

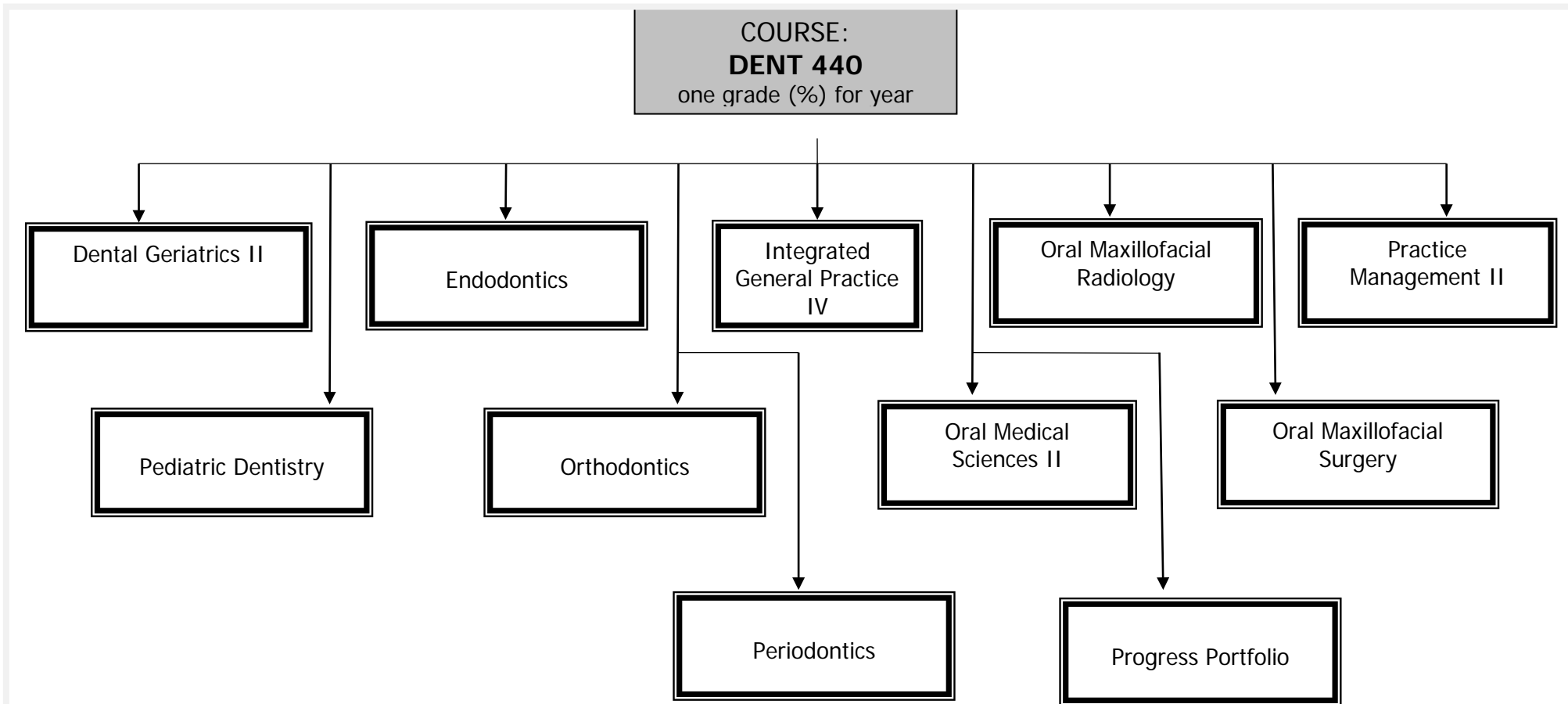
Appendix XIV – Faculty of Dentistry Academic Affairs & Student Services Flow Chart











Appendix V- DENT410 and DENT420 grade sheets

<b>DENT 410</b>						
<b>Module</b>	<b>Professionalism P/F</b>	<b>Clinical Skills Weighting %</b>	<b>Knowledge Weighting %</b>	<b>Mark %</b>	<b>Module Weighting %</b>	
Principles of Ethical Practice I (PEP I)	P/F	N/A	100	100	15	
Introduction to Dental Practice (IDP)	P/F	55	45	100	5	
Fundamental Medical Sciences I (FMS I)	P/F	N/A	100	100	40	
Principles of Oral Biology (POB)	P/F	N/A	100	100	5	
Dental Morphology (DMO)	P/F	60	40	100	5	
Restorative Dentistry I (RESTO I)	P/F	60	40	100	20	
Integrated General Practice I (IGP I)	P/F	50	50	100	5	
Progress Portfolio	P/F	N/A	100	100	5	
<b>OVERALL DENT 410 GRADE:</b>						

<b>DENT 420</b>						
<b>Module</b>	<b>Professionalism P/F</b>	<b>Clinical Skills Weighting %</b>	<b>Knowledge Weighting %</b>	<b>Mark %</b>	<b>Module Weighting %</b>	
Principles of Ethical Practice II (PEP II)	P/F	N/A	100	100	5	
Restorative Dentistry II (RESTO II)	P/F	50	50	100	20	
Prosthodontics - Partial Removable Dental Protheses (PRDP)	P/F	N/A	100	100	5	
Fundamental Medical Sciences II (FMS II)	P/F	N/A	100	100	30	
Local Anesthesia (LA)	P/F	P/F	100	100	5	
Integrated General Practice II (IGP II)	P/F	35	65	100	20	
Introduction to Child Patient (ICP)	P/F	30	70	100	5	
Biomaterials	P/F	N/A	100	100	5	
Progress Portfolio	P/F	N/A	100	100	5	
<b>OVERALL DENT 420 GRADE:</b>						

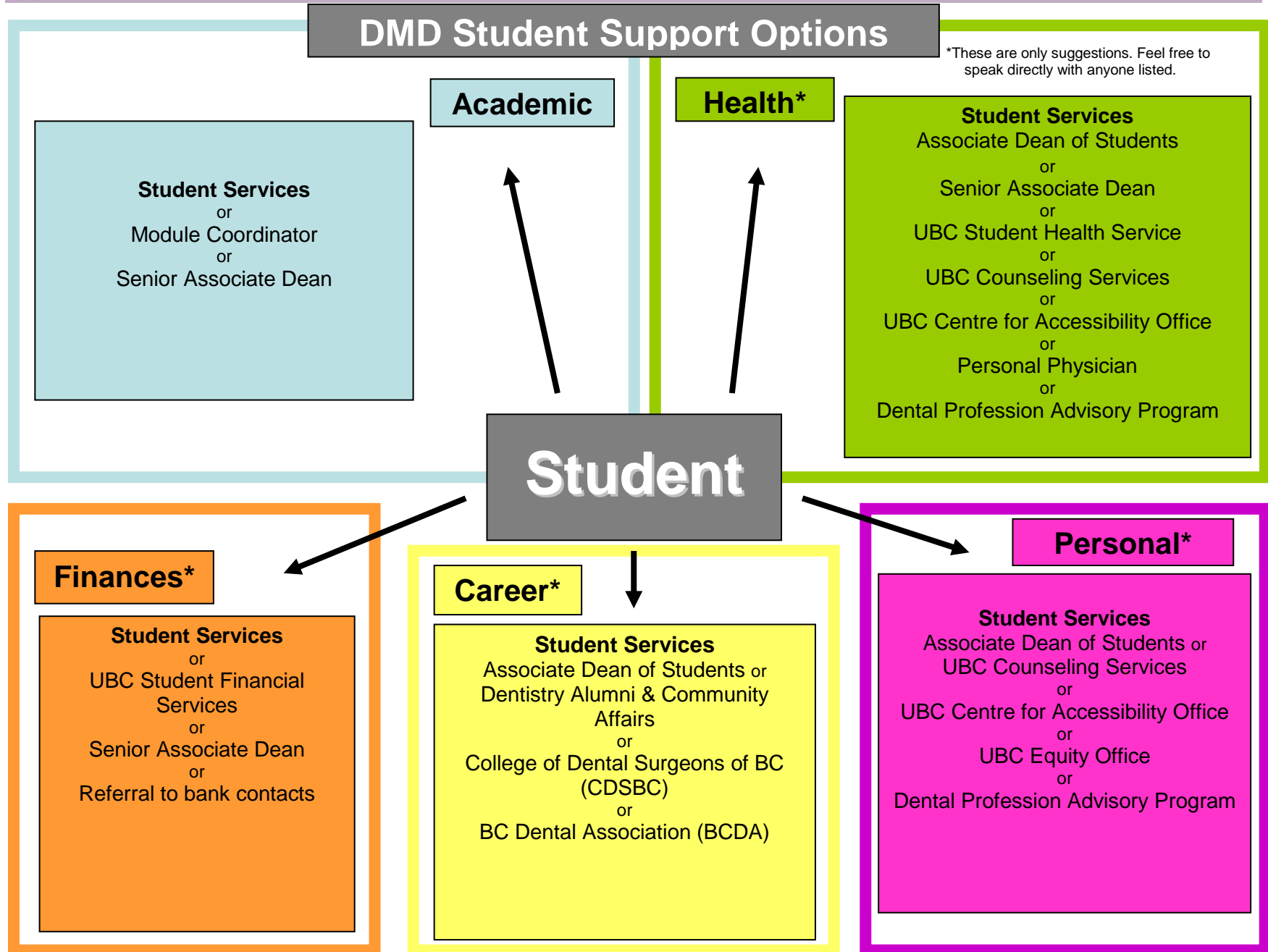
Appendix VI - DENT 430 grade sheet

<b>DENT 430</b>						
<b>Module</b>	<b>Professionalism P/F</b>	<b>Clinical Skills Weighting %</b>	<b>Knowledge Weighting %</b>	<b>Mark %</b>	<b>Module Weighting %</b>	
Restorative Dentistry III (RESTO III)	P/F	50	50	100	5	
Edentulous Patient	P/F	40	60	100	5	
Dental Geriatrics I	P/F	7.5	92.5	100	5	
Practice Management I	P/F	N/A	100	100	5	
Integrated General Practices III (IGP III)	P/F	50	50	100	35	
Periodontics	P/F	50	50	100	5	
Endodontics	P/F	50	50	100	5	
Oral Medical Sciences I	P/F	P/F	100	100	5	
Pediatric Patient	P/F	50	50	100	5	
Orthodontics	P/F	N/A	100	100	5	
Radiographic Technique & Interpretation (OMFR)	P/F	30	70	100	5	
Oral Maxillofacial Surgery	P/F	20	80	100	10	
Peerwise	P/F	N/A	100	100	5	
<b>OVERALL DENT 430 GRADE:</b>						



Appendix VII - DENT 440 grade sheet

<b>DENT 440</b>						
<b>Module</b>	<b>Professionalism</b>	<b>Clinical Skills</b>	<b>Knowledge</b>	<b>Mark</b>	<b>Module Weighting</b>	
		<b>Weighting</b>	<b>Weighting</b>			
	<b>P/F</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	
Dental Geriatrics II (DGE II)	P/F	35	65	100	5	
Endodontics (ENDO)	P/F	40	60	100	5	
Integrated General Practice IV (IGP IV)	P/F	50	50	100	25	
Oral Maxillofacial Radiology (OMFR)	P/F	P/F	100	100	5	
Oral Maxillofacial Surgery (OMFS)	P/F	30	70	100	15	
Oral Medical Sciences II (OMS II)	P/F	N/A	100	100	5	
Orthodontics (ORTHO)	P/F	20	80	100	5	
Pediatric Dentistry	P/F	90	10	100	5	
Periodontics (PERIO)	P/F	P/F	100	100	10	
Practice Management II (PM II)	20	P/F	80	100	15	
Peerwise	P/F	N/A	100	100	5	
<b>OVERALL DENT 440 GRADE:</b>						



**Policy on Lecture Recording in the DMD Program**  
**Approved by Faculty Council 11 May 2010**

(adapted with permission from the Faculty of Medicine’s “Policy on Lecture Recording in MD Undergraduate Year 1 and 2 Courses” – approved 13 Apr 2010)

**Routine lecture recording & posting on the Dentistry Intranet**

Starting in August 2010, all lectures provided to students in the DMD Undergraduate Program will be recorded as standard practice, using audio-visual technology, unless a lecturer has specifically requested not to have their lecture recorded (see Consent section below). Recordings will be posted on the Faculty Intranet following the lectures.

**Format of recording**

- The standard format of the recording will be Power Point slides with voice-over (the lecturer’s voice can be heard as slides are presented on the screen, but the lecturer is not visible).
- Format of recordings posted on the Intranet will be streaming video, to be viewed within the Intranet website only (file not downloadable).

**Uses of lecture recordings**

The purposes of lecture recordings are to

- enhance students’ learning by allowing self-paced repeated review on the Intranet;
- to assist students who require remediation;
- to assist faculty in their lecture planning;
- to assist in formal undergraduate curriculum review.

**Access & storage restrictions**

Lecture recordings are/will be

- accessible to Intranet users (password protected, curriculum secure site) as soon as possible after the lectures
  - new lectures will replace previous year’s lectures;
- stored electronically on a server under strict security, managed by the TST group, for five years;
- accessible from the server only by those authorized by the lecturer or Associate Dean Academic in the context of curriculum review.
- destroyed after five years.

All users of the Intranet are/will be prohibited from recording or otherwise acquiring or sharing the audio and/or visual elements of the lecture recordings.

- Starting in August 2010, all current and future Intranet users will be required to read and agree to these terms of use.
- Individual users’ agreements will be documented (including the date and particulars of the agreement) and electronically stored in a database.
- Any breach of the agreement by an individual will jeopardize the lecture recording program for all students, staff and faculty, and will result in a professional conduct investigation (students through the office of the Associate Dean Academic Affairs and faculty through departmental mechanisms).

**Security**

Please refer to the university's security policies: <https://cio.ubc.ca/information-security/policy-and-standards/information-security-policy-standards-and-resources>

### **Information on lecture slides & recordings**

<https://copyright.ubc.ca/guidelines-and-resources/support-guides/lecture-slides-recordings/>

### **Intellectual property & copyright protection**

#### Intellectual property

Lecturers own the content of their lectures.

- Lecture recordings cannot be edited by anyone without the permission of the lecturer.
- Recordings cannot be used for any purposes other than as specified above (student learning, lecture planning and curriculum review) without the permission of the lecturer.

The Faculty of Dentistry arranges and pays for the recordings, and therefore owns the recordings (files). However, the Faculty is bound by this lecture recording policy and will not use the recordings for any purposes other than as stated in this policy, unless the lecturer explicitly gives permission for that additional use.

#### Use of copyright protected materials in lectures/lecture recordings

Canadian copyright law allows a relatively liberal use of copyright protected text, digital images and audiorecordings (but not videorecordings) without the copyright owner's permission, when used for educational purposes under specific conditions.

- Guidelines for the use of copyright-protected material in lectures will be/are provided in the Faculty's Academic Policies & Procedures Manual
- Lecturers will be provided with the guidelines when initial arrangements for the lecture are made.
- Lecturers are expected to follow the guidelines.
- The lecture recordings posted on the Intranet, being access-restricted and limited to educational purposes, allow educational exceptions to the use of copyright protected materials to be applied.

Please refer to the university's guidelines on intellectual property and copyright:

<https://copyright.ubc.ca/guidelines-and-resources/copyright-guidelines/>

### **Consent by lecturers, students & guests**

#### Lecturers' consent

When faculty members are scheduled to lecture they will be reminded that lectures are routinely recorded, and that they can decline.

Lecturers may:

- decline having their lecture recorded, or
- agree to have their lecture recorded but
  - stipulate that it be used only in curriculum planning/review, not posted on the Dentistry Intranet, or
  - stipulate that it be posted on the Intranet but decline the use of the recording in future years for curriculum planning/review.

Lecturers have the following opportunities to decline to have their lecture recorded:

- when scheduled to provide the lecture, by notifying the appropriate Program Assistant;
- at least 2 working days in advance of the lecture, notifying the appropriate Program Assistant;

- immediately following the lecture (e.g. if the lecture goes badly and the lecturer then prefers to have the fresh recording destroyed) by telling TST.

Faculty will not lose their lecturing assignments on the basis of declining to have their lectures recorded and/or posted and/or used in a restricted manner for curriculum management.

#### Students' consent

Students will be notified when they start dental school that lectures are routinely recorded in voice over Power Point format. On occasion, their voices may be heard when they ask questions during the lecture or they may be seen in special recordings when students participate in demonstrations.

Students may request to have their voices edited out of recordings by notifying TST. Students who do not consent to their images being visible in recorded special demonstrations will not volunteer to participate in the demonstrations.

#### Guests' consent

Guests, including patients, will be formally asked to provide consent for inclusion in the recordings.

- Faculty sponsoring the guests will obtain consent from their guests prior to the day of the session
  - consent forms will be available from the appropriate Program Assistant;

#### **Resources for Instructors**

<https://copyright.ubc.ca/instructors/>

#### **Feedback for continuous quality improvement**

Lecturers may be contacted by TST or faculty/staff members to provide feedback about the lecture recording program for continuous quality improvement of the service.

