



APPROVED

at the Senate meeting
minutes no. 10
of "25" November 2021

**METHODOLOGY
of organization and conduct of the
International Dental Program (IDP) graduation examination,
Faculty of Dentistry, 2020-2022 promotion**

I.GENERAL PROVISIONS

1.1. This Methodology is developed on the basis of the Framework Regulation on the organization of the higher education graduation exam, approved by the Order of the Minister of Education No. 1047 of 29.10.2015; Regulation on the organization of clinical fellowship, approved by Order of the Ministry of Health, Labor and Social Protection of the Republic of Moldova No. 1107 of November 26, 2020.

1.2. The methodology sets up the principles of organization of the International Dental Program (IDP) final examination, Faculty of Dentistry, which will take place in a.y. 2021-2022 in two stages, as follows:

- Stage 1 - presentation of the portfolio of maneuvers performed during the practical internships;
- Stage 2 - oral answer based on clinical case.

1.3. The stages will take place within the Boards of the International Dental Program (IDP) final examination, Faculty of Dentistry, approved by the Rector's Order with the presence of at least 2/3 of members.

1.4. The Dean's office will draw up the timetable for the Graduation Exam with the indication: Boards and the nomination of the students who will take the exam, taking into account that the maximum number will not exceed, as a rule, 10 clinical fellows per Board. The schedules approved by the Rector will be sent to the students.

1.5. The examination will take place in accordance with the schedule prepared by the dean's office of the Faculty of Dentistry, within the following deadlines:

- On 20.12.2021, from 9:00 to 15:00 - both stages for clinical fellows assigned to Boards no. 1 and no. 2;



- On 21.12.2021, from 09:00 to 15:00 - both stages for clinical fellows assigned to Boards no. 3 and no.4.

N.B.! The examination can be transferred to online format, depending on the epidemiological situation at the time of its conduct or if the clinical fellow cannot attend the exam due to health reasons (eg positive test COVID-19, pregnancy, trauma, etc.), with video recording of Google-meet examination session.

II. ADMISSION OF CLINICAL FELLOWS TO THE GRADUATION EXAM

- 2.1. Only clinical fellows who have fully completed the Curriculum and have accumulated 120 credits set up for the International Dental Program (IDP) will be admitted to the Graduation Exam.

III. ORGANIZATION OF THE EXAMINATION PROCESS

- 3.1. The secretaries of the Assessment Boards will send the clinical cases for the oral test 10 days before the examination to the President, the Vice-President and the members of the Graduation Exam Board.
- 3.2. The coordinators of the Assessment Boards, together with the secretaries of these boards, will ensure the conduct of the Examination according to the schedule drawn up by the dean's office.
- 3.3. The President and the Vice-President will monitor the entire examination process and the work of the Assessment Boards.
- 3.4. In order to assess the clinical fellows, each member of the Board will complete the individual assessment form for both tests. (Annex 1)
- 3.5. At the end of assessment, the Board will meet to complete the minutes and the Register of Grades for International Dental Program (IDP) graduation examination (Annexes 2 and 3).

IV. EXAMINATION AND FINAL ASSESSMENT OF THE CLINICAL FELLOW

- 4.1. According to the set-up schedule, the clinical fellows will be physically present for the exam.
- 4.2. The president, the vice-president may come arbitrarily to any examination meeting to monitor and participate in the assessment.
- 4.3. Coordinators of Assessment Boards and their secretaries will ensure the completion of the minutes and the extracts from the minutes and will send them within 24 hours to the Dean's Office.



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4.4. For stage 1, the clinical fellow will be given 15 minutes, during which he will be required to present his portfolio of clinical cases and answer the questions of the members of the Board. For stage 2 the clinical fellow will have a maximum of 15 minutes, for questions and discussions are allocated 10 minutes.

4.5. The members of the Boards will ask questions, participate in discussions and record the grade given in the Fellow's Assessment Form and the Register of Grades for International Dental Program (IDP) graduation examination. (Annex 3)

4.6. The Board will assess the clinical fellow, according to the following criteria:

✓ **Portfolio presentation**

- quality of the clinical case documentation
- quality of the clinical case oral presentation
- technical parameters of the performed maneuvers

✓ **Stage 2- clinical case**

- quality of the argumentation of the diagnosis present in the clinical case
 - quality of the elaboration of the treatment plan for the clinical case
 - consistency and correctness of the answers to the questions asked
- The decision on the grade from both stages will be taken at the closed meeting of the Assessment Board, according to the algorithm of clinical fellow's assessment in the Register of Grades for International Dental Program (IDP).

The final grade of the clinical fellow's assessment will be calculated by applying the coefficients according to the following formula:

$$\text{Final grade} = (0,5 \times G_{\text{Practical maneuvers}}) + (0,5 \times G_{\text{Clinical case}})$$

N Practical maneuvers – the assessment board's grade for the presentation of the portfolio will be calculated as the arithmetic average of individual assessment forms for stage 1;

N Clinical case – the grade obtained in stage 2 - clinical case solving, will be calculated as the arithmetic average of individual assessment forms for stage 2;

4.7. The final grade of the fellow's assessment will be expressed to two decimal places and will be written in Arabic numerals and letters in the minutes..

4.8. The results of the Graduation Exam will be announced to the clinical fellow on the same day, after the meeting of the Assessment Board.

4.9. The unjustified absence of the clinical fellow during the stages of the Examination is qualified as non-passing.

4.10. Clinical fellows have the right to appeal the Board's decision. Applications for appeals shall be submitted to the Dean's Office within one working day of the



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announcement of the results. Applications shall be registered by the Secretary of the Graduation Examination Board in the Register of Evidence of Appeals.

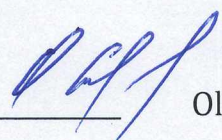
- 4.11. Appeals will be examined by the Appeals Board within 24 hours of receipt of the application.
- 4.12. The examination of appeals shall be recorded in separate minutes, signed by the members of the Appeals Board.

V.FINAL PROVISIONS

- 5.1. The minutes of the Assessment Board and the Register of grades for both stages and, where applicable, the video recordings (in case of taking the Exam in online format), will be sent by coordinators to the President of the Graduation Examination Board.
- 5.2. The secretaries of the assessment boards will ensure the signing of the minutes, extracts from the minutes, by the president and the members of the assessment board.

COORDINATED:

First vice-rector,
vice-rector for academic activity



Olga Cernetchi

Head of Didactic and Academic
Management Department



Silvia Stratulat

Dean,
Faculty of Dentistry



Oleg Solomon

Annex 1

Assessment form of the potrfolio

of practical maneuvers and the oral answer on the clinical case, of the
 clinical fellow for the International Dental Program (IDP) graduation
 examination, Promotion 2020-2022

Examiner's name, surname: _____

No. board: _____

No.d/ o	Clinical fellow's name/surname	No. exam card	Grade for presentation of practical maneuvers portfolio	Grade for oral answer on clinical case
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Examiner's signature _____



Annex 2

**Faculty of Dentistry
Assessment Board No. __**

**MINUTES
of the
International Dental Program (IDP) graduation examination Board's
meeting, Promotion 2020-2022**

__/__/__

no. __

PRESENT:

President: *Ciobanu Sergiu, PhD, professor*

Vice-president: *Mostovei Andrei, vice-dean, Faculty of Dentistry, dr. of med., associate professor*

Coordinator: _____

Members: _____

Secretary: _____

I. AGENDA:

1. Passing of the oral test and presentation of clinical cases by clinical fellows of the International Dental Program, within the Assessment Board, constituted according to the Order of Nicolae Testemitanu SUMPh No. ____ of ____ 2021 „On the constitution of the Boards for the Graduation / Bachelor's Examination on study programs in the academic year 2020-2021”.
2. Assessment of the answers to the oral test and presentation of the clinical cases by the Assessment Board and approval of the Decision on the final grade.

DISCUSSION

1. Clinical fellows _____



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_____ presented the portfolio of practical maneuvers and oral response based on clinical case.

2. At the closed meeting of the Assessment Board, the clinical fellows' answers to the portfolio of practical maneuvers and oral answer based on clinical case were given grades.

II. IT WAS DECIDED:

1. To approve the oral test and the presentation of clinical cases, for the clinical fellows of the International Dental Program, Promotion 2020-2022, within the **Board no. _**
2. To approve the grades obtained by the clinical fellows in stages 1 and 2 as follows:

N/o	Clinical fellow's Name, Surname, Patronym	Group	Grade for presentation of practical maneuvers portfolio	Grade for oral answer on clinical case	Final grade
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

President, Ciobanu Sergiu,
PhD, professor

Vice-president, Mostovei Andrei.
dr. of med., associate-professor

Board members: Coordinator, dr. of med. associate professor_____

1. _____, university assistant
2. _____, university assistant
3. _____, university assistant

Secretary :_____



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Annex 3

Faculty of Dentistry, International Dental Program (IDP) Dentistry

**Register of Grades for International Dental Program (IDP) graduation examination
(IDP) , Promotion 2020-2022: __/__/2021, time 9:00-15:00**

Board No. __

No.	Name/Surname	Stage	Examiner 1	Examiner 2	Examiner 3	Examiner 4	Examiner 5	Average	Final grade
1		1							
		2							
2		1							
		2							
3		1							
		2							

Coordinator, _____, dr. of med., associate professor

Secretary, _____, university
assistant