REGULATION| Postgraduate Course of Specialization in Orthodontics

Article 1st
(Object and scope)

These regulations apply to the postgraduate specialization course in orthodontics, in accordance with the postgraduate course guidelines recommended by the Egas Moniz University Institute (IUEM). The course has been approved by the Portuguese Dental Association for eligibility in the Orthodontics specialty examination. These regulations are adapted from the IUEM non-degree Courses (CNCG) regulations and are applicable to all students enrolled in the postgraduate program.

Article 2nd
(Course objectives)

1. Educate and train dentists to become specialists in Orthodontics, with a comprehensive and solid academic foundation and adequate clinical experience in the use of different treatment modalities, following the recommendations of the 'Erasmus Program for postgraduate education in orthodontics in Europe: an update of the guidelines' (2014);

2. Provide formal instruction in all compulsory theoretical subjects defined in the Internal Regulations of the College of Orthodontics of the Portuguese Dental Association (Regulation No. 466/2012);

3. Ensure active student participation in diagnosing and establishing treatment plans and mechanical sequences for different types of malocclusions, dentofacial growth and development anomalies in children and adults. This includes early treatment of skeletal anomalies during mixed dentition, treatment of adults with skeletal problems, periodontal problems, temporomandibular dysfunction, and interdisciplinary treatment;

4. Foster the development of a scientific attitude and professional interest, with broad knowledge of biomedical science relevant to orthodontics and research methodology. This enables the interpretation of scientific literature and research activity, as well as the development of oral and written presentations of clinical and research work results;

5. Teach basic knowledge in epidemiology, biostatistics, and research methodology to enable the development and implementation of an original scientific research project. This includes a critical review of the literature, formulation of hypotheses, statistical

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treatment of data, and presentation and interpretation of results in the form of a thesis or scientific article capable of publication in a specialized journal.

Article 3rd
(Specific Competencies)

Each student should be able to:

1. Identify deviations in the development of the dentition, craniofacial growth, and functional conditions;
2. Diagnose dental anomalies, craniofacial structures, and functional conditions;
3. Formulate a treatment plan and predict a prognosis, as well as alternative treatment plans;
4. Evaluate the psychological aspects relevant to orthodontics;
5. Implement interceptive orthodontic approaches;
6. Perform simple and complex therapeutic procedures for all types of malocclusion;
7. Act as an expert in orthodontics and related matters;
8. Collaborate in the interdisciplinary treatment of patients with special needs, with medical and dental impairment, patients with craniofacial syndromes and anomalies, including orthodontic-surgical care;
9. Assess the need for orthodontic treatment, at an individual level and at a public health level;
10. Practice orthodontics with high professionalism and ethical rigor;
11. Improve professional skills and use available opportunities to develop professionally.

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Article 4th

(Postgraduate Organization and Academic Programme)

1. The postgraduate course lasts full-time (3) three years or equivalent, divided into six (6) semesters;
2. The Postgraduate Course is organized by the ECTS (European Credit Transfer System) curricular credit system, which awards a total of 180 ECTS.The syllabus can be found in Attachment I of these regulations and forms an integral part of the course;
3. The academic programme is found in Attachment I of this regulation, forming an integral part of it;
4. Postgraduate studies fall within the main scientific area of Dental Sciences;
5. The organization of the postgraduate studies must cover the following specificities;
   a) Treatment of patients must be supervised by orthodontic specialist.
   b) The theoretical subjects included in the academic programme must not contain more than 10%, in terms of the workload of the syllabus of pre-graduate education;
   c) The students must conduct a published research project (clinical investigation or a systematic review) and present their results and conclusions in the form of a dissertation or a scientific article.

Article 5th

(Teaching/Learning Methodology)

The teaching and learning methodology is defined for each curricular unit and is specified in the respective Curricular Unit Program (PUC), being sent annually to the Postgraduate Secretariat and Academic Services, by the Coordinator, for institutional archive. Depending on the nature of the curricular unit, the teaching methodology can be expository, demonstrative, experimental and/or problem-solving. The format of the teaching sessions also varies depending on the specificity of each curricular unit, with theoretical, theoretical-practical, practical sessions and/or seminars being planned.

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Article 6th
(Scientific Production)

1. Throughout the course, students must publish at least one scientific article in a *peer review* journal, with an impact factor. This publication might be the outcome of a research project referred to in point c), number 4, of Article 4;
2. Throughout the course, the students must present at least one scientific work, in poster format or oral communication, at a congress or at an international scientific meeting in the field of orthodontics;
3. Every academic year, the students must author or co-author a scientific presentation, in poster format or oral communication, at a national scientific congress or meeting.

Article 7th
(Assessment Regime)

The assessment regime is defined for each curricular unit and is specified in the respective PUC. Depending on the nature of the curricular unit, assessment can be continuous and/or final, based on written, practical or oral tests, presentation of work and/or resolution of clinical cases. The use of teaching-learning and assessment platforms, such as Moodle, Examsoft and Dreamshaper, can be applied.

Article 8th
(Final classification)

1. The approval in the Postgraduate course presupposes a minimum attendance of 90% of classes in each curricular unit and approval in all the curricular units that constitute the academic programme, being expressed in the range of 10-20 on the entire scale from 0 to 20, as well as its equivalent in the european classification comparability scale;
2. The final classification in the Postgraduate Program is the average of the classifications obtained in all curricular units, weighed by the respective number of ECTS;

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3. The final classification will be given in a qualitative mention of: Excellent (a value of 18 to 20), Very Good (a value of 16 to 17), Good (a grade of 14 to 15), Sufficient (a grade of 10 to 13) and Insufficient (a grade less than 10).

Article 9th
(Diploma)

1. Passing the course is attested by a registration certificate called a Diploma, under the terms of Decree-Law number 115/2013 of August 7th, in its current wording and as a nondegree course.

2. The Diploma is accompanied by the respective Diploma Supplement, which is issued by the Instituto Universitário Egas Moniz within a maximum of 90 days of its request by the interested party.

Article 10th
(Number of vacancies)

1. The number of places in each course will be set by a competent body, on the proposal of the Postgraduate Specialization in Orhodontics Coordinating Committee and within the limits set by the Portuguese Dental Association.
2. The Postgraduate courses may not operate with less than two (2) enrolments.

Article 11th
(Application and enrollment deadlines)

The deadline for submitting applications and for enrolment and registration will be set for each course by the legally and statutorily competent body upon the proposal from the Postgraduate Coordinating Committee, that can be consulted at https://www.egasmoniz.com.pt/estudar/pos-graduacoes/especializacao-ortodontia.

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Article 12th

(Access and application requirements)

1. Holders of a Degree in Dentistry or Integrated Master's Degree in Dentistry or legal equivalent, registered at the Portuguese Dental Association, who have at least two years of experience as a general dentist are eligible to access the Postgraduate Specialization in Orthodontics.;
2. Acceptance of applications presupposes payment of an application fee within the deadlines defined annually, and the submission of the following documents: application form, certificate of the degree in Dentistry, photocopy of identity card or citizen card, and a curriculum vitae, as well as other elements that appear in the printed information available in the following access https://egasmoniz.s3.eu-west-1.amazonaws.com
3. The application fee is non-refundable.

Article 13th

(Selection and ranking Criteria)

1. The candidate selection process is the exclusive responsibility of the Coordinating Committee of the Postgraduate of Specialization in Orthodontics;
2. Candidates are selected based on the evaluation of the following criteria:
   a) curriculum assessment that must take into account the candidate academic and scientific curriculum;
   b) candidacy examination;
   c) interview with the candidates, where the candidate's motivations, scientific knowledge, and time availability are assessed;
3. The weight in the final application grade for each of the criteria referred to previously is: curriculum assessment (20%), candidacy exam (40%), interview (40%).
4. The ordering and ranking of candidates are made public by posting the result notice to allow the enrolment and registration of the selected candidates within the defined deadlines;

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5. Minutes are drawn up and sent to the Postgraduate Secretariat for archiving.

Article 14th

(Tuition fees)

The fees inherent to attending postgraduate studies are set annually by Egas Moniz, CRL.

Article 15th

(Pedagogical regulations)

1. Postgraduate students apply, with the necessary adaptations, the provisions of the IUEM Pedagogical Regulations; exceptions to this are covered in this Regulation;
2. The Regulations for students under special regimes are not applicable to this Postgraduate degree;
3. The academic calendar of the course as well as the respective examination dates are established annually by the postgraduate Coordinating Committee.

Article 16th

(Postgraduate Coordination and Coordinating Committee)

1. The course has a Coordinating Committee made up of a minimum of three and at most five members of the IUEM orthodontic department;
2. The course Coordinator will be a PhD Specialist in Orthodontics from the Portuguese Dental Association who, will be appointed by the Dean of the IUEM, after to consulting the Clinical Management of the Egas Moniz University Clinic, and the Instituting Entity, and the Management of Egas Moniz-Cooperative of Higher Education, CRL.
3. The remaining members of the Coordinating Committee are also appointed by the order from the Rector of IUEM, after consulting the Course Coordinator, the Clinical Direction of the Egas Moniz University Clinic and the Instituting Entity, the Direction of Egas Moniz-Cooperative de Ensino Superior, CRL, upon proposal of the Course Coordinator
4. The Postgraduate Coordinator is responsible for:

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a) Representing the Coordinating Committee;
b) Convene and coordinate meetings of the Coordinating Committee;
c) Has the casting vote at meetings of the Coordinating Committee;
d) Taking the minutes of meetings;
e) Exercising the powers of Coordinating Committee in urgent cases;
f) Ensure that resolutions are compiled;
g) Carrying out its anual coordination report with SIGQ-EM.

5. The Coordination Committee is responsible for:

a) Defining the selection criteria and creating evaluating grids for the selection of candidates, with scores and weightings, and submitting them to SIGO-EM for approval so that they are attached to the candidate file;
b) Selecting and ranking candidates;
c) Proposing the number of vacancies and the deadlines for application, enrolment and registration;
d) Coordinating teaching and ensuring good coordination between all curricular units of the academic programme;
e) To draw up amendments to these regulations, in consultation with the Dean and the Egas Moniz Direction.

Article 17th
(Ownership of medical records and author copyrights)

1. The clinical records obtained during the Postgraduate Course are its property and must be kept in the respective files. Their use outside the scope of the Post-graduation requires prior authorization from the Postgraduate Coordinator and the Clinical Direction of the Egas Moniz University Clinic;
2. All teaching contents, namely lectures and presentations, is the property of the Postgraduate Course and its authors, so partial or total use of these contents outside the scope of the Postgraduate Course by anyone other than its authors is not permitted.

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Article 18th

(Application and entry into force)

1. Any cases not covered by these regulations, particularly regarding aspects of organization and operation, will be subjected to assessment by the Course Coordinator, in consultation with the Dean and the Establishing Entity;
2. Once approved, these regulations will enter into force immediately.

Article 19th

(Final dispositions)

1. The present regulation should be reviewed at intervals not exceeding five years.
2. The present regulations may be revised at any time at the proposal of the Postgraduate Coordinating Committee;
3. The Rectory and the Establishing Entity have the right to participate in any meeting of the course coordinating committee;
4. Omitted cases will be resolved by the Dean of IUEM, after consulting the Establishing Entity.

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ATTACHMENT I

Scientific Area (CNAEF)	Code	Acronym	ECTS
Dental Sciences	724	CD	161
Medicine	721	M	7
Pharmaceutical Sciences	727	CF	0.5
Biology and Biochemistry	421	BB	1.5
Mathematics and Statistics	460	ME	2
Health- unclassified programs	729	CPNC	3.5
Psychology	311	P	1.5
Management and Administration	345	GA	3
		Total	180

1st YEAR ACADEMIC PROGRAMME

1st SEMESTER

CURRICULAR UNIT	REGIME	EDUCATION HOURS		ECTS
		TOTAL	CONTACT	
Anatomy and Embryology of Craniofacial Structures	Semester	40,5	16,5 (T-9; TP-7,5)	1.5
Paediatrics	Semester	40,5	16,5 (T-16,5)	1,5
Basic Orthodontic Subjects I	Semester	81	33 (T-12; TP-16,5; S-4,5)	3
General Orthodontic Subjects I	Semester	162	66 (T-16,5; P-33; S-16,5)	6
Orthodontic Techniques I	Semester	162	66 (TP-33; P-33)	6
Clinical Orthodontics I	Semester	339	330 (P-330)	12
TOTAL		**825**	**528 (64%)**	**30**

2nd SEMESTER

CURRICULAR UNIT	REGIME	EDUCATION HOURS		ECTS
		TOTAL	CONTACT	
Oral Pathology and Medicine	Semester	27	11 (T-11)	1
Pharmacology	Semester	13,5	11 (T-5,5)	0,5
Cell Biology	Semester	40,5	16,5 (T-9; TP-7,5)	1,5
Basic Orthodontic Subjects II	Semester	243	99 (T-33; S-66)	9

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General Orthodontic Subjects II	Semester	81	33 (T-16,5; S-16,5)	3
Orthodontic Techniques II	Semester	81	33 (TP-16,5; P-16,5)	3
Clinical Orthodontics II	Semester	339	330 (P-330)	12
TOTAL		**825**	**528 (64%)**	**30**

2nd YEAR ACADEMIC PROGRAMME

3rd SEMESTER

UNIDADE CURRICULAR	TIPO	WORKING HOURS (HOURS)		CREDITS (ECTS)
		TOTAL	CONTACT	
Biostatistics and Epidemiology	Semester	54	22 (TP-22)	2
Research Methodology	Semester	54	22 (T-11; TP-11)	2
Basic Orthodontic Subjects III	Semester	81	33 (T-16,5; S-16,5)	3
General Orthodontic Subjects III	Semester	81	33 (T-16,5; S-16,5)	3
Interdisciplinary Treatment I	Semester	81	33 (T-16,5; S-16,5)	3
Orthodontic Literature Revision I	Semester	54	22 (S-22)	2
Orthodontic Techniques III	Semester	81	33 (TP-16,5; P-16,5)	3
Clinical Orthodontics III	Semester	339	330 (P-330)	12
TOTAL		**825**	**528 (64%)**	**30**

4th SEMESTER

CURRICULAR UNIT	REGIME	EDUCATION HOURS		ECTS
		TOTAL	CONTACT	
Genetics and Craniofacial Syndromes	Semester	40,5	16,5 (T-16,5)	1,5
Basic Orthodontic Subjects IV	Semester	81	33 (T-16,5; S-16,5)	3
General Orthodontic Subjects IV	Semester	81	33 (T-16,5; S-7,5; TP-9)	3
Interdisciplinary Treatment II	Semester	81	33 (T-7,5; S-16,5; P-9)	3
Specific Treatment Techniques I	Semester	40,5	16,5 (T-9; S-7,5)	1,5
Orthodontic Literature Revision II	Semester	81	33(S-33)	3
Orthodontic Techniques IV	Semester	81	33 (TP-16,5; P-16,5)	3
Clinical Orthodontics IV	Semester	339	330 (P-330)	12
TOTAL		**825**	**528 (64%)**	**30**

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3rd YEAR ACADEMIC PROGRAMME

5th SEMESTER

CURRICULAR UNIT	REGIME	EDUCATION HOURS		ECTS
		TOTAL	CONTACT	
Psychology of Child, Adolescent and Adult	Semester	40,5	16,5 (T-9; S-7,5)	1,5
ENT and Speech	Semester	40,5	16,5 (T-16,5)	1,5
General Orthodontic Subjects V	Semester	40,5	16,5 (T-9; TP-7,5)	1,5
Interdisciplinary Treatment III	Semester	81	33 (T-16,5; S-16,5)	3
Specific Treatment Techniques II	Semester	40,5	16,5 (T-9; S-7,5)	1,5
Orthodontic Literature Revision III	Semester	81	33 (S-33)	3
Investigation Project I	Semester	162	66 (P-66)	6
Clinical Orthodontics V	Semester	339	330 (P-330)	12
TOTAL		**825**	**528 (64%)**	**30**

6th SEMESTER

CURRICULAR UNIT	REGIME	EDUCATION HOURS		ECTS
		TOTAL	CONTACT	
Health, Hygiene and Safety	Semester	40,5	16,5 (T-9; S-7,5)	1,5
Ethics, Practice management and Administration	Semester	81	33 (T-16,5; TP-16,5)	3
Interdisciplinary Treatment IV	Semester	40,5	16,5 (T-9; S-16,5)	1,5
Specific Treatment Techniques III	Semester	81	33 (T-16,5; S-16,5)	3
Orthodontic Literature Revision IV	Semester	81	33 (S-33)	3
Investigation Project II	Semester	162	66 (P-66)	6
Clinical Orthodontics VI	Semester	339	330 (P-330)	12
TOTAL		**825**	**528 (64%)**	**30**

T - Theoretical; TP - Theoretical-practice); P - Practical; S - Seminars

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