



DUT
DURBAN UNIVERSITY OF TECHNOLOGY
INVUVESI YASETHEKWINI YEZOBUCHWEPHESHE

**FACULTY OF
HEALTH
SCIENCES**

A close-up photograph of a young Black male dental student in a white lab coat. He is focused on working on a dental model of a human jaw. He is using dental pliers to adjust a wire on the model. The background is a blurred dental clinic setting. A large, semi-transparent purple diagonal shape is overlaid on the left side of the image, partially obscuring the student's face and the model.

DENTAL SCIENCES

2020 HANDBOOK

HANDBOOK FOR 2020

FACULTY of HEALTH SCIENCES

DEPARTMENT of DENTAL SCIENCES

The above department offers two programmes:

DENTAL TECHNOLOGY
DENTAL ASSISTING

This handbook offers information on both programmes

WHAT IS A UNIVERSITY OF TECHNOLOGY?

A university of technology is characterized by being research informed rather than research driven where the focus is on strategic and applied research that can be translated into professional practice. Furthermore, research output is commercialized thus providing a source of income for the institution. Learning programmes, in which the emphasis on technological capability is as important as cognitive skills, are developed around graduate profiles as defined by industry and the professions.

IMPORTANT NOTICES

The rules in this departmental handbook must be read in conjunction with the General Rules (G Rules) contained in the DUT General Handbook for Students as well as the relevant subject Study Guides.

Your attention is specifically drawn to Rule GI (8), and to the process of dealing with students' issues.

NOTE TO ALL REGISTERED STUDENTS

Your registration is in accordance with all current rules of the Institution. If, for whatever reason, you do not register consecutively for every year/semester of your programme, your existing registration contract with the Institution will cease. Your re-registration anytime thereafter will be at the discretion of the institution and, if permitted, will be in accordance with the rules applicable at that time.

FACULTY of HEALTH SCIENCES

FACULTY VISION, MISSION & VALUES

Vision: “Leading Transformative and Innovative Health Sciences Education”

Mission Statement: “Developing Holistic Professionals responsive to Healthcare needs” through *Excellence* in:

- Teaching and Learning
- Research, Innovation and Engagement
- Fostering Entrepreneurship

Values

Professionalism

To work within regulatory frameworks of professional conduct. To maintain and develop professional expertise and good work ethic.

Integrity

To conduct ourselves with strong moral principles. To be honest and authentic. To do what is ethical and just.

Ubuntu

To treat people with respect, fairness, courtesy, politeness and kindness.

Transparency

To conduct ourselves with openness and honesty through shared governance.

Accountability

To accept responsibility for one’s actions.

DEPARTMENTAL VISION, MISSION & VALUES

Department of Dental Sciences Vision:

Department Vision: “Advancing Excellence in Dental Science Education”

Mission Statement: “Developing Holistic Dental Professionals Responsive To Oral Healthcare Needs” through *excellence* in:

- Teaching, Learning and Assessment
- Research, Innovation, Engagement and
- Entrepreneurship

Values

Professionalism

To sustain professional expertise and engender ethical behavior

Integrity

To practice and uphold moral principles, truthfulness and honesty

Accountability

To be liable for one’s decisions, commitments and actions

uBuntu

To embody mutual respect, dignity, empathy and altruism

Teamwork

To effectively work together towards common goals

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I. DEPARTMENTAL & FACULTY CONTACT DETAILS

All departmental queries to:

Secretary: Mrs Rani Sukhu
Tel No: (031)-3732044
Fax No: (031)-3732047
Email: sukhui@dut.ac.za
Location of Department Gate 8, Steve Biko Rd, Ritson Campus, Mansfield School

Admin Assistant:
(Dental Assisting) Ms Kerusha Pillay
Tel No: (031)-3735356
Fax No: (031)-3736401
Email: kerushap@dut.ac.za
Location of Department Main Gate, ML Sultan Rd, ML Sultan Campus, AH0005C

Clinic Receptionist/
Dental Assistant: Mrs B Majola
Tel No: (031)-3732439
Fax No: (031)-3736401
Email: bongekileb@dut.ac.za

All Faculty queries to:

Faculty Officer: Ms Fortunate Thembelihle Mayisela
Tel No: (031)-3732701
Fax No: (031)-3732407
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Location: Health Sciences Faculty Office, Gate 8, Steve Biko Road, Mansfield Site Area, Ritson Campus

Executive Dean: Professor N Sibiya
Executive Dean's Secretary: Mrs Bilkish Khan
Tel No: (031)-3732704
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Email: bilkishk@dut.ac.za
Location: Executive Dean's Office, 8, Steve Biko Road, Mansfield Site Area, Ritson Campus



2. STAFFING

Head of Programmes	Mr T Gumbi (Acting), MHSc: Dental Tech (DUT), Reg Dental Tech
Senior Lecturer:	Dr A Vahed, DTech: Quality (DUT), Reg Dental Tech
Lecturers	Ms M M P Zondi, MTech: Dent Tech (DUT), Reg Dental Tech Mr MJ Radebe, MBA (MANCOSA) Ms N Dladla, BTech: Dental Tech (DUT), Reg Dental Tech Ms Y Ngombane, MHSc: Dental Tech (DUT), Reg Dental Tech Mr N Seedat, BTech: Dental Tech (DUT), Reg Dental Tech
Technician	Mr K Padayachee, BTech: Dental Tech
Secretary Dental Sciences	Mrs R Sukhu, B Tech: Commercial Administration (ML)
Admin Assistant Dental Assisting	Ms K Pillay
Clinic Receptionist/ Dental Assistant	Mrs B Majola
Senior Technical Assistant	Ms W Allison B Tech: Cost Management and Accounting
Technical Assistant	Mr M P Phewa
Admin Assistant	Mr M Ndebele



3. DEPARTMENTAL INFORMATION & RULES

3.1. Programmes offered by the department

This department offers two programmes, namely

- Dental Technology
- Dental Assisting

3.2. Qualifications offered by the department

Learning programmes are offered in this Department which will, upon successful completion, lead to the award of the following qualifications:

Qualification	Qual Code	SAQA NLRD	Important Dates
ND: Dental Technology	NDDNTI	72222	Teach Out 2021
ND: ECP: Dental Technology	NDDTFI	72222	Teach Out 2022
MHSc: Dental Technology	MHDNTI		
DTech: Dental Technology (D: Dental Technology)	DRDNTI	72095	
Qualification	Qual Code	SAQA NLRD	
HC: Dental Assisting	HCDNA	73492	

3.3. Departmental information

3.3.1. Academic Integrity

Please refer to the General Rules pertaining to academic integrity G13 (1)(o). These will be enforced wherever necessary to safeguard the worthiness of our qualifications, and the integrity of the Faculty of Health Sciences at the DUT.

3.3.2. Code of Conduct for students

In addition to the General Rules pertaining to Conduct SR3 (3), a professional code of conduct pertaining to behaviour, appearance, personal hygiene and dress shall apply to all students registered in a Dental Technology programme. Students are not allowed to perform private work for patients or dentists, or any other dental professional. This aligns with No. 17 of Section 1.16 of SADTC ACT.

3.3.3. Uniforms and laboratory clothing

Students must adhere to instructions regarding specific uniforms and laboratory attire required during practical and clinic sessions.

3.3.4. Attendance

Students are encouraged to achieve hundred percent (100%) attendance for all planned academic activities as these are designed to provide optimal support for the required competency. Where absence is unavoidable, the

student must timeously advise the department of the reason. Only exceptional reasons will be accepted for absence from guest lectures, industry or field trips. Poor attendance records may lead to penalties.

3.3.5. Health and Safety

Students must adhere to all Health and Safety regulations both at DUT and during Workplace Based Learning (WPBL) placements. Failure to do so will be treated as a breach of discipline.

3.4. Departmental Rules

3.4.1. Registration

The final date for late registration for the Dental Technology and Dental Assisting Programme will be fifteen (15) working days after the official commencement of lectures.

3.4.2. Discipline

Rules of conduct pertaining to conduct, laboratories and clinical environments as instituted by the Head of this Department shall apply to all students registered for the particular subject.

- **Material Wastage**

Students found to be wasting materials will be disciplined.

- **General Disciplinary Issues**

The Head of Department shall have the right to constitute an internal disciplinary tribunal should he/she deem this necessary.

- **Equipment**

Equipment Damage: Students found to have damaged any equipment will be charged the full amount of the repair / replacement. The Department is **NOT** responsible for any damage or loss of personal equipment.

Issued Equipment: Students will be allocated departmental equipment for the duration of the year. It is the student's responsibility to take care of the said equipment. Any equipment, lost, stolen or damaged will be to the account of the student to whom the equipment was issued.

Please note: The Dental Technology programme supplies lockers for the safe-guarding of equipment. The student is required to pay a R200.00 holding fee. Each student is to ensure that they have their own equipment and instruments to complete the practical tasks. Students who are NOT compliant will not be allowed to enter practical lectures and assessments.

- **Laboratory and/or Clinic Cleaning**

Students are required to clean laboratories and/or clinics at the end of the teaching day as well as to be present at general cleaning every Wednesday Afternoon (Dental Assisting) and every Thursday afternoon (Dental Technology). Failure to be present will result in the student cleaning his/her laboratory or all the laboratories/clinic (up to one week) of the department of Dental Sciences or community work. Students transgressing this rule for a third, or more, time will be referred to the Registrar Academic for institutional disciplinary action. In those instances where discipline is of a serious nature or that the student concerned has been found guilty of a similar offence, the matter will be referred to the DUT's disciplinary tribunal.

- **Absenteeism**

Lecturers appreciate 100% attendance. Non-attendance will negatively impact on student performances in subjects.

3.4.3. WorkPlace Based Learning (WPBL)

The Department of Dental Sciences requires students to undergo a period of work place based learning as part of the programme (Dental Technology and Dental Assisting). All prescribed subjects and the prescribed experiential component must be passed in order to obtain sufficient credits to qualify for the qualification. Although the Institution undertakes to assist the student in obtaining suitable work place based learning placement, the onus is on the student to attempt to find an “employer”. The employer must be accredited by the Institution for the purposes of work place based learning.

An experiential learning agreement creates a separate contract between the “employer” and the student.

National Diploma: Dental Technology

Students registered for the National Diploma: Dental Technology are required to provide the department with proof of having 20 days of Workplace Based Learning at a commercial laboratory.

The necessary forms, to be completed by the student and the laboratory owner, are obtainable from the Secretary and must be returned no later than the first day of the fourth term. The department may, at its discretion, allocate teaching time for this exercise, but this will not exceed 10 teaching days for 3rd year students

Bachelor of Health Sciences: Dental Technology

Students registered for the Bachelor of Health Sciences: Dental Technology are required to provide the department with proof of having 24 weeks (6 months) of Workplace Based Learning at a commercial laboratory.

Higher Certificate: Dental Assisting

Students registered for the Higher Certificate: Dental Assisting are required to provide the department with proof of completing 350 hours of Workplace Based Learning at a registered dental practice.

3.4.4. Late submissions of practical tasks and assignments

Practical tasks and assignments that are not handed in on due date and time will be penalized. Students are reminded that assignments are given well in advance and that last minute problems can be avoided by completing assignments before the due date. **See discipline-specific study guides for further details.**

3.4.5. Dental Clinic

The Department of Dental Sciences operates a Dental Clinic for the training of Dental Technology and Dental Assisting students.

Dental Technology - Work generated by this clinic is handed to students to complete. Please note that the completion of this work is compulsory. The work completed by students for the clinic may be evaluated and the marks obtained by the student may be used in the determination of a student's year mark.

Dental Assisting - Students are expected to assist the clinician with all procedures.

3.4.6. Special Tests and Condonement

Summative means all assessment marks that contribute to the final mark of a subject, but not including examinations for the purpose of this rule.

If a student misses a summative written, oral or practical test, **for reasons of illness**, a special test may be granted if the student provides a valid medical certificate specifying the nature and duration of the illness, and a declaration that for health reasons it was impossible for the student to sit for the test. This certificate must be submitted to the subject lecturer, no later than one week after the date of the missed test.

Any student who misses an assessment test, and any student who qualifies for a rewrite but fails to write it, will be scored a zero mark for the missed assessment.

3.4.7. Registration with the Professional Board: Dental Technology Students

In addition to the requirements of the General Rules (see Rule G3) a student who registers for the National Diploma in Dental Technology or Bachelor of Health Sciences in Dental Sciences or Postgraduate qualification in Dental Technology (practicing as a Dental Technician or Dental Technologist) shall be registered as a Student Dental Technician and must conform to the requirements as laid down by the South African Dental Technicians Council in the Dental Technicians Act, 1979.

A graduate, on successful completion of the National Diploma in Dental

Technology, and who has satisfied the requirements of the South African Dental Technicians Council shall be recognized by the South African Dental Technicians Council as qualified for registration as a dental technician. The said qualification shall entitle the holder thereof to practice a profession as a Dental Technician, however only in the capacity of employee.

A graduate on successful completion of the Bachelor of Health Sciences in Dental Sciences, and who has satisfied the requirements of the South African Dental Technicians Council shall be recognized by the South African Dental Technicians Council as qualified for registration as a Dental Technologist.

No student who is in fee default with the Institution will be registered with the South African Dental Technicians Council until such time as his/her fees are paid up in full. This must be completed within five years of obtaining your qualification.

3.4.8. Registration with the Professional Board: Dental Assisting Students

In addition to the requirements of the General Rules (see Rule G3) a student who registers for the National Certificate in Dental Assisting shall be registered as a Student Dental Assistant and must conform to the requirements as laid down by the Health Professionals Council of South Africa.

A graduate, on successful completion of the National Certificate in Dental Assisting, and who has satisfied the requirements of the Health Professionals Council of South Africa shall be recognized by the Health Professionals Council of South Africa as qualified for registration as a Dental Assistant.

No student who is in fee default with the Institution will be registered with the Health Professionals Council of South Africa until such time as his/her fees are paid up in full.

3.4.9 Appeals

Rule G1 (8) refers:

Any student wishing to appeal against:

- (a) The implementation of an Institutional Rule must do so in the first instance to the relevant Head of Department;
- (b) The decision of a Head of Department must do so via the relevant Executive Dean to the Faculty Board or a delegated Committee of the Faculty Board. The decision of the Faculty Board or a delegated Committee of the Faculty Board is final and no further appeals will be considered thereafter.

(Amended w.e.f. 2009/01)

4. NATIONAL DIPLOMA: DENTAL TECHNOLOGY

4.1 Programme information

A diploma in Dental Technology enables a qualified dental technician to work as a dental laboratory employee upon registration with the South African Dental Technicians Council (SADTC). A final practical assessment is conducted, in the concluding year of the programme, which, if completed successfully, enables the qualified student to register with the SADTC. Certain subjects in this programme do not have a final examination. The results for these subjects are determined through a weighted combination of assessments. As such, there are no supplementary examinations. Students are encouraged to work steadily through the period of registration in order to achieve the highest results possible. Assessment details are listed under each subject at the back of this handbook. Moderation follows the DUT requirements.

4.2 Learning Programme Structure

National Diploma: Dental Technology

Code	Subjects	Year of	CA /E	Credits	Pre-requisite
OANA10	Oral Anatomy I	1	CA	0.080	Admission requirements
TMOR101	Tooth Morphology I	1	CA	0.080	
DMSC102	Dental Materials Science I	1	CA	0.350	
DTTH101	Dental Technology Theory I	1	CA	0.240	
APDT101	Applied Dental Technology I	1	CA	0.170	
PHCD111	Physics & Chemistry I (Mod 1) (Physics)	1	E	0.100	
PHCD121	Physics & Chemistry I (Mod 2) (Chemistry)	1	E	0.100	
DMSC211	Dental Materials Science II (Module 1)	2	E	0.200	Dental Materials Science I, Dental Technology I
DMSC221	Dental Materials Science II (Module 2)	2	E	0.200	Dental Materials Science II (Mod 1)
DTTH211	Dental Technology Theory II (Mod 1) (Crown/Bridge & Orthodontics)	2	CA	0.125	Dental Technology Theory I
DTTH221	Dental Technology Theory II (Mod 2) (Chrome & Prosthetics)	2	CA	0.125	Dental Technology Theory I
APDT201	Applied Dental Technology II	2	CA	0.250	Tooth Morphology I, Applied Dental Technology I, Dental Materials Science II
JUR111	Jurisprudence I (Module 1)	2	E	0.085	
JUR1121	Jurisprudence I (Module 2)	2	E	0.085	Jurisprudence I (Mod 1)
BPRD101	Business Practice I	3	CA	0.170	

DMSC301	Dental Materials Science III	3	CA	0.350	Dental Materials Science II, Oral Anatomy, Dental Technology Theory II
DTTH311	Dental Technology Theory III (Mod 1) (Crown/Bridge & Orthodontics)	3	CA	0.140	Dental Technology Theory II (Mod 1) (Crown/Bridge & Orthodontics), Oral Anatomy
DTTH321	Dental Technology Theory III (Mod 2) (Chrome & Prosthetics)	3	CA	0.140	Dental Technology Theory II (Mod 2) (Chrome & Prosthetics), Oral Anatomy
APDT301	Applied Dental Technology III	3	CA	0.200	Oral Anatomy, Applied Dental Technology II, Dental Materials Science III
ETDN301	Experiential Learning	3	CA	0.000	Oral Anatomy I
CMCA102	Communication I	3	CA	0.080	

*CA = Continuous Assessment; E = Examination at end of Subject / Module

4.3 Programme Rules

4.3.1. Minimum Admission Requirements

The programme will not be admitting new students into the National Diploma: Dental Technology.

4.3.2. Selection Processes

The programme will not be selecting new students.

4.3.3. Pass Requirements

Notwithstanding the DUT pass requirements (G14 and G15), and those detailed as follows, students are encouraged to apply themselves to their learning, and strive for the best academic results possible in order to adequately prepare themselves for their future careers, and to maximize possible employment opportunities. In line with SADTC requirements, students must complete their National Diploma qualification within five years.

4.3.3.1. A student Dental Technician shall not be permitted to continue with:

Dental Technology Theory II or III;

Dental Material Science II or III; and

Applied Dental Technology II or III

Unless the student has passed the preceding module/level.

(Consistent with Dental Technicians Act, 1979. Reg21(2))

4.3.3.2. Tooth Morphology is a prerequisite for Applied Dental Technology II.

4.3.3.3. Oral Anatomy is a prerequisite for Applied Dental Technology III.

4.3.3.4. Continuous Evaluation Subject Rules

Please refer to 4.1 Learning Programme Structure to identify the subjects/ modules, which are evaluated by Continuous Assessment. Examinations will not be written in these subjects / modules. All modules will need to be passed in the same academic year. See “Subject Content” for further information as well as specific Study Guides, which contain specific rules for each subject. Any numbers of tasks may form the class work marks, this is solely dependent on the discipline-specific lecturer in charge of the different sections. Formal tests will be held during the year, these will be held as and when necessary.

Students failing formative class work and assessments are encouraged to repeat exercises to improve their performance. Summative classwork and assessments are exempt from a re-submission.

4.3.3.5. Examination Subject Rules

Please refer to 4.1 Learning Programme Structure to identify the subjects / modules, which are evaluated by Examination.

A 40% duly performed (dp) mark is required to enter the examination for each module for the above subjects.

A final pass mark of 50% is required for each module for the above subjects.

The examination for Module 1 is written during the mid-year examination period and for Module 2, during the year-end examination period.

A student failing Module 1 and Module 2 will be permitted supplementary examinations provided that the results obtained comply with the supplementary examination rules as contained in rule G13 (3).

A student must pass both modules in one academic year failing which the student will be required to re-register for both modules.

4.3.3.6 Rules for Dental Technology Theory

Dental Technology Theory I, II AND III is an annual subject.

Both subjects consist of 2 modules each containing 2 study units:

- Module 1: Study Unit 1 - Crown & Bridge and
Study Unit 2 - Orthodontics;
- Module 2: Study Unit 1 - Chrome and
Study Unit 2 - Prosthetics

Final marks for each study unit will be determined as follows:

Assessment	Weightin	Sub-min
Assessment 1	35%	
Assessment 2	40%	40%
Assessment 3	25%	40%

Note for each Study Unit:

- In respect to Assessment 1, a subminimum mark is not applicable.
- A subminimum pass mark of 40% is required for Assessment 2
- A subminimum of 50% will apply to final assignments / presentations submissions. Students may be afforded formative assessment opportunities prior to the final submission.
- The final mark for each Study Unit comprises the marks scored for Assessment 1, 2 & 3 with the appropriate weightings. The final pass mark for **each study unit** per Module is 50%.
- Students must pass both Module 1 and Module 2 of the subject Dental Technology Theory in the same academic year. Therefore, failure in any study unit will necessitate re- registration for all study units.
- Each study unit is an independent unit and all study units must be passed

in the same academic year. Therefore failure in any study unit will necessitate repeating the entire module.

Applied Dental Technology I

Assessment	Weightin	Sub
Assessment 1	30%	-
Assessment 2	30%	40%
Class work	40%	40%

Applied Dental Technology II consist of 4 study units:

- Study Unit 1 - Crown and Bridge and
- Study Unit 2 - Orthodontics;
- Study Unit 3 - Chrome and
- Study Unit 4 - Prosthetics

Final marks for each study unit will be determined as follows:

Assessment	Weightin	Sub
Assessment 1	30%	-
Assessment 2	30%	40%
Class work	40%	50%

- Students must pass all study units of Applied Dental Technology in the same academic year. Therefore, failure in any study unit will necessitate re- registration for all study units.
- An overall sub-minimum of 50% is required for Applied Dental Technology II (Assessment 1, 2 and classwork)

Applied Dental Technology III consist of 4 study units:

- Study Unit 1 - Crown and Bridge and
- Study Unit 2 - Orthodontics;
- Study Unit 3 - Chrome and
- Study Unit 4 - Prosthetics

Final marks for each study unit will be determined as follows:

Assessment	Weightin	Sub
Assessment 1	30%	-
Assessment 2	30%	50%
Class work	40%	40%

- Students must pass all study units of Applied Dental Technology in the same academic year. Therefore, failure in any study unit will necessitate re- registration for all study units.
- An overall sub-minimum of 50% is required per study unit for Applied Dental Technology III (Assessment 1, 2 and classwork)

4.3.3.7. Rules for Practical Tests and Examinations

A. Preparation procedures prior to the commencement of the test and/or examination.

- A.1. All models, examples, teaching aids, previous work done by the students must be cleared out of the laboratory at least one day prior to the commencement of the test/examination. This is to ensure that no outside help or unfair advantage can be gained by the students. Students are to make their own arrangements as to what they should do with these articles cleared from the laboratory.
- A.2. All materials, personal tools and equipment required for the practical must be on hand and in working order.
- A.3. The invigilator must ensure that all models must be laid out or on-hand and clearly marked for the test / examination.

B. Test and/or examination day.

- B.1. No student is allowed to communicate to another student, except when it is relevant to the practical test.
 - 1.1 **You are not allowed to discuss your practical cases during the practical test.**
- B.2. You are NOT allowed to have old models and practical work in your possession.
- B.3. Cell phones are to be switched off and placed in your bags.
 - 3.1 You are not allowed to have a cell phone in your possession, if found, it will be confiscated for the duration of the test.
- B.4. All materials obtained prior and during this test are to be obtained from the Departmental Store only.
 - 4.1 All communal materials must be obtained and returned to the invigilator.
- B.5. A replacement model, if required, must be obtained from the designated invigilator on duty.

- B.6 No student may bring any handbags or lunch boxes into a test or an examination. Students are to make their own arrangements as to what they should do with these articles.
- B.7 Students enter, go to their workstations, and lay out and prepare their tools and instruments.
- B.8 The following will be read out prior to the text/examination papers being handed out: “This is an official test/examination of the Department of Dental Sciences as constituted by the Durban University of Technology. All rules of the Institution pertaining to tests and examination apply. These rules are to be found in the Rule Book for students of the Institution and are available to students on request. Those students contravening these rules will be prosecuted in terms of the rules of the Durban University of Technology by the Institution’s disciplinary tribunal.” (Note to invigilator: In the case of an examination a list of instructions to be read to students will be supplied by Examinations Office and must be read out as well as B.3)
- B.9 Time of arrival to major practical tests, any student arriving late will be allowed into the laboratory only up to one hour after the commencement of the test. Such a student will not be allowed extra time. This is aligned with DUT test and examination rules.

C. The following laboratory rules & procedures will apply:

- C.1. No additional tools, instruments, models or equipment may be brought into the laboratory during the duration of the test/examination. Any additional materials required by the student to complete the test/examination may only be brought into the venue under the supervision of the invigilator. No tools, instruments, materials, models or equipment may be taken out of the laboratory until the end of the test/examination and after all work has been taken in for marking.
- C.2. At lunchtime, the invigilator will inform the students to stop working. All gas taps are to be turned off and the students are to stand by their workstations and await the invigilator’s instructions. Upon checking each individual student’s work the invigilator will give the student permission to leave the laboratory. At the end of the lunch break, the invigilator will allow the students to re-enter and carry on from where they left off.

D. At the end of the day:

- D.1. The invigilator will inform the students to stop working.
- D.2. All students will tidy their workstations and lay out their work-in-progress on their workbenches.
- D.3. All students will then clean the laboratory to the satisfaction of the invigilator.
- D.4. After the laboratory has been cleaned, the student will stand by their workstations and the invigilator will check all work to ensure that everything is present. The onus is on the student to ensure that all his/her work is

present on the bench for inspection. The student will then be told that he/she can go and must leave the laboratory immediately. The student's work is to be left on the top of his/her workbench. If the student has a muffle to go into the overnight furnace, the student must go to the casting room with the muffle and wait there for the invigilator.

D.5. After all the students have left, the invigilator will secure and lock the laboratory.

E. A student may not:

E.1. Touch or handle another student's work;

E.2. Discuss his/her work or another student's work with another student;

E.3. Leave the test/examination room FOR WHATEVER REASON without the permission of the designated invigilator;

E.4. Work at another student's workstation;

E.5. Invest or cast another student's work, either together or separately with their own work.

F. Student completing the work prior to the end of the test or examination may inform the invigilator that he/she is finished. He/she must then tidy his/her workstation and hand in his/her completed work. The student must then leave the laboratory immediately. At the end of the test or examination, the student must return and help to clean the laboratory.

G. At the end of the test/examination the invigilator will stop the students from working. Students are then required to clean the laboratory. When the laboratory is clean, the invigilator will take in the student's work. It is the student's responsibility to see that all his/her work is clearly marked with his/her name or number.

H. Students are to hand in their own work. Test/examination work MAY NOT be handed in by another student.

I. Casting procedure

I.1 A student may only cast his/her own work.

I.2 The student will ensure that his/her muffle and casting ring is clearly marked with his/her name or number.

I.3 In the event that a student casts another student's muffle and casting ring his/her own muffle and casting ring will be withdrawn and he/she will have to start that section of work again. If the other student's muffle is a miscast, he/she will be allocated extra time only at the discretion of the Head of Department.

- I.4 All castings need to be performed in the presence of the invigilator. When ready to cast please inform the invigilator. Failure to do so will result in your casting being withdrawn.
- I.5 All work must be submitted on an appropriate articulator.

Note:

Any contravention of the above mentioned instructions/requirements will lead to disciplinary action.

A 40% sub-minimum is applicable to each discipline-specific section, and the overall pass mark for this test is 50%, and above.

J. Flasking and Packing of Dentures

The student will ensure that his/her flasks and clamps are clearly marked or labeled with his/her name or number. In the event that a student packs or flasks another student's work, his/her own work will be withdrawn and he/she will have to start that section of the work again. If the other student's work has been damaged, he/she will be allocated extra time at the discretion of the Head of Department.

K Procedure for packing overnight furnace

When a student wants a muffle or casting ring to go into the overnight furnace he/she will take the muffle or cast ring to the casting room after his/her work station has been checked at the end of the day. The invigilator will then pack the furnace and set the times and temperature. Each student will note the position of his/her muffle or casting ring in the furnace and the casting in the morning will be in the reverse sequence to the placing of the muffles or casting rings the night before.

- L After the invigilator has confirmed that students acknowledge the rules as displayed on the class notice board and those additional rules and/or instructions (where necessary) have been verbally explained, the paper is issued and the test/examination will start.

4.3.4. First Aid Certificate

Students shall not be permitted to sit for the examinations at the end of the third year of study unless they are in possession of a Certificate in General First-Aid issued by a first-aid organization recognized by the Institution

4.3.5. Re- Registration Rules

Rule G16 of the General Handbook for Students applies.

4.3.6. Exclusion Rules

In addition to Rule G17, the following rule applies: A first year student who fails 3 or more subjects with a final mark of less than 40% in these subjects will not be permitted to re-register in the Dental Technology programme. De-registration from any subject is subject to the provisions of Rule G6 (2). Students wishing to re-apply must do so in writing to the department and may be required to undergo further placement testing.

4.3.7. Interruption of Studies

In accordance with Rule G21A (b), the minimum duration for this will be three (3) years of registered study and the maximum duration will be five (5) years of registered study, including any periods of WPBL. Should a student interrupt their studies by more than three (3) years, the student will need to apply to the department for permission to re-register and will need to prove currency of appropriate knowledge prior to being given permission to continue with registration. (Please note that this rule is necessary to comply with the South African Dental Technicians Council Rules as per the Dental Technicians Act, 1979 (Regulations regarding the training of student Dental Technicians, No. 21 (4) w.e.f 23 February 2001.)

4.3.8 Vaccinations

The Department will facilitate a mandatory Hepatitis B vaccination for first time entering students.

4.3.9 Materials Purchases

At times students will be required to purchase materials from the Dental Technology store. Money for materials purchases are to be deposited into the official Durban University of Technology bank account, account number FDTs 301374. A duplicate receipt is to be requested from the cashier, which then needs to be presented to the Senior Technical Assistant who will process the payment on the internal departmental system. Students are responsible for the purchase and cost of dental materials.

Note: Students are also responsible for the purchase of personal equipment and instruments, which are needed to complete practical tasks. The table below reflects the estimated cost of equipment and instruments for personal use.

DENTAL TECHNOLOGY : STUDENT EQUIPMENT

ECP	1st YEAR	2nd YEAR	3rd & 4th YEARS
HAND TOOLS	HAND TOOLS	HAND TOOLS	HAND TOOLS
Micro Motor	Micro Motor	Micro Motor	Micro Motor
Micro Torch	Micro Torch	Micro Torch	Micro Torch
Ash Carver No. 5	Ash Carver No. 5	Ash Carver No. 5	Ash Carver No. 5
Apex Carver Lecron Round	Apex Carver Lecron Round	Apex Carver Lecron Round	Apex Carver Lecron Round
Scalpel Handle	Scalpel Handle	Scalpel Handle	Scalpel Handle
Scalpel Blade	Scalpel Blades (5 per student)	Scalpel Blades (5 per Student)	Scalpel Blades (5 per Student)
Wax Knife Large	Wax Knife Large	Wax Knife Large	Wax Knife Large
Plaster Knife	Plaster Knife	Plaster Knife	Plaster Knife
Plaster Spatula	Plaster Spatula	Plaster Spatula	Plaster Spatula
Pk Thomas Carver	Pk Thomas Carver	Pk Thomas Carver	Pk Thomas Carver
		Wax Dropper	Wax Dropper
		Porcelain Separator	Porcelain Separator
		Artery Forceps	Artery Forceps
		Measuring Gauge	Measuring Gauge
		Glass Slab	Glass Slab
		Porcelain Brush	Porcelain Brush
		Porcelain Firing Trays	Porcelain Firing Trays
BURS	BURS	BURS	BURS
Cross Cut Bur - Dentures	Cross Cut Bur - Dentures	Cross Cut Bur - Dentures	Cross Cut Bur - Dentures
S/Steel Rosehead Bur	S/Steel Rosehead Bur	S/Steel Rosehead Bur	S/Steel Rosehead Bur
Sandpaper Mandrel	Sandpaper Mandrel	Sandpaper Mandrel	Sandpaper Mandrel
Mandrel Screw Type	Mandrel Screw Type	Mandrel Screw Type	Mandrel Screw Type
Plaster Bur	Plaster Bur	Plaster Bur	Plaster Bur
Pear Shape Carbide Bur	Pear Shape Carbide Bur	Pear Shape Carbide Bur (2 per Student)	Pear Shape Carbide Bur (2 per Student)
Tungsten Fissure Bur	Tungsten Fissure Bur	Tungsten Fissure Bur (2 per Student)	Tungsten Fissure Bur (2 per Student)
	Mandrel Screw Type Heavy Duty	Mandrel Screw Type Heavy Duty (2 per Student)	Mandrel Screw Type Heavy Duty (2 per Student)
		Cutting Disc	Cutting Disc
		Tungsten Carbide Cross Cut Parallel	Tungsten Carbide Cross Cut Parallel
		Stone Grinder (Parallel)	Stone Grinder (Parallel)
		Diamond Burs (Parallel, Pointed & Tapered)	Diamond Burs (Parallel, Pointed & Tapered)



POLISHING EQUIPMENT	POLISHING EQUIPMENT	POLISHING EQUIPMENT	POLISHING EQUIPMENT
linen pumice wheel (4 x 42)	linen pumice wheel (4 x 42) (2 per student)	linen pumice wheel (4 x 42) (2 per student)	linen pumice wheel (4 x 42) (2 per student)
Calico Lathe Wheel	Calico Lathe Wheel	Calico Lathe Wheel	Calico Lathe Wheel
	Rubber Cones For Denture Work (Pack of 6)	Rubber Cones For Denture Work (Pack of 6)	Rubber Cones For Denture Work (Pack of 6)
Rubber Cone (Lollipop)	Rubber Cone (Lollipop) (pack of 6)	Rubber Cone (Lollipop) (Pack of 6)	Rubber Cone (Lollipop) (Pack of 6)
Muslin Buff	Muslin Buff (2 per student)	Muslin Buff (2 per Student)	Muslin Buff (2 per Student)
	Felt Polishing Cone	Felt Polishing Cone	Felt Polishing Cone
		Metal Centred Pumice Brush	Metal Centred Pumice Brush
GENERAL	GENERAL	GENERAL	GENERAL
Rubber Mixing Bowl (Acrylic Resimix Large)	Rubber Mixing Bowl (Acrylic Resimix Large)	Rubber Mixing Bowl (Acrylic Resimix Large)	Rubber Mixing Bowl (Acrylic Resimix Large)
Rubber Mixing Bowl (Plaster Large)	Rubber Mixing Bowl (Plaster Large Green)	Rubber Mixing Bowl (Plaster Large Green)	Rubber Mixing Bowl (Plaster Large Green)
Robinson Soft Brush (pack of 12)	Robinson Soft Brush (pack of 12)	Robinson Soft Brush (pack of 12)	Robinson Soft Brush (pack of 12)
150mm Ruler Stainless Steel	150mm Ruler Stainless Steel	150mm Ruler Stainless Steel	150mm Ruler Stainless Steel
Spring Dividers 100mm	Spring Dividers 100mm	Spring Dividers 100mm	Spring Dividers 100mm
Paint Scrapers 100mm	Paint Scrapers 100mm	Paint Scrapers 100mm	Paint Scrapers 100mm
Goggles Safety	Goggles Safety	Goggles Safety	Goggles Safety
Diagonal Cutters (Side Cutters)	Diagonal Cutters (Side Cutters)	Diagonal Cutters (Side Cutters)	Diagonal Cutters (Side Cutters)
Paint Brush 8mm	Paint Brush 8mm	Paint Brush 8mm	Paint Brush 8mm
Water Paper	Water Paper	Water Paper	Water Paper
Protractor	Protractor	Protractor	Protractor
	hand/medium size towel	hand/medium size towel	hand/medium size towel
	mechanical pencil (coloured lead)	mechanical pencil (coloured lead)	mechanical pencil (coloured lead)
	Tippex	Tippex	Tippex
		Tweezers	Tweezers
		Ortho Pliers (Round Nose)	Ortho Pliers (Round Nose)
		Ortho Pliers (Long Nose)	Ortho Pliers (Long Nose)
		Wire Cutters	Wire Cutters
		Snapper	Snapper
			Porcelain Kit
			Flasks

5. NATIONAL DIPLOMA: DENTAL TECHNOLOGY: EXTENDED CURRICULUM PROGRAMME (ECP) (NDDTFI)

5.1 Programme Information

This department offers an Extended Curriculum learning programme for the ND: Dental Technology. On the basis of the placement assessments, successful applicants for study towards the National Diploma will be accepted into either the three-year minimum; or an augmented, four-year minimum, of study. An augmented, Extended Curriculum has been devised in order to enhance student development and to improve the student's chances of successful completion.

5.2 Learning Programme Structure

Code	Subjects	Year of Study	CA/E*	Credits	Pre-requisite	Co-Requisite
CMCA102	Communication I	1	CA	0.020	Admission requirements	
OANA101	Oral Anatomy I	1	CA	0.040		
TMOR101	Tooth Morphology I	1	CA	0.040		
IADT112	Introduction to Applied Dental Technology (Year 1)	1	CA	0.300		
IADT122	Introduction to Applied Dental Technology I (Year 2)	2	CA	0.100	Introduction to Applied Dental Technology (Year 1)	
DDRC101	Dental Drawings and Carvings	1	CA	0.280	Admission Requirements	
DCLT101	Dental Computer Literacy	1	CA	0.220		
DMSC102	Dental Materials Science I	2	CA	0.250	Introduction to Applied Dental Technology (Year 1), Dental Drawings and Carvings Dental Computer Literacy	
DTTH101	Dental Technology Theory I	2	CA	0.150		
APDT101	Applied Dental Technology I	2	CA	0.100		
PHCD111	Physics & Chemistry I (Mod 1) (Physics)	2	E	0.050		
PHCD121	Physics & Chemistry I (Mod 2) (Chemistry)	2	E	0.050		
DMSC211	Dental Materials Science II (Module 1)	3	E	0.145	Dental Materials Science I, Dental Technology I	
DMSC221	Dental Materials Science II (Module 2)	3	E	0.145	Dental Materials Science II (Mod I)	
DTTH211	Dental Technology Theory II (Mod 1) (Crown/Bridge & Orthodontics)	3	CA	0.080	Dental Technology Theory I	
DTTH221	Dental Technology Theory II (Mod 2) (Chrome & Prosthetics)	3	CA	0.080	Dental Technology Theory I	
APDT201	Applied Dental Technology II	3	CA	0.180	Tooth Morphology I Applied Dental Technology I	
JURI111	Jurisprudence I (Module 1)	3	E	0.050		
JURI121	Jurisprudence I (Module 2)	3	E	0.050	Jurisprudence I (mod I)	
BPRD101	Business Practice I	4	CA	0.100		
DMSC301	Dental Materials Science III	4	CA	0.250	Dental Materials Science II Oral Anatomy	

DTTH311	Dental Technology Theory III (Mod 1) (Crown/Bridge & Orthodontics)	4	CA	0.095	Dental Technology Theory II (Mod 1) (Crown/Bridge & Orthodontics) Oral Anatomy	
DTTH321	Dental Technology Theory III (Mod 2) (Chrome & Prosthetics)	4	CA	0.095	Dental Technology Theory II (Mod 2) (Chrome & Prosthetics), Oral Anatomy	
APDT301	Applied Dental Technology III	4	CA	0.130	Oral Anatomy I Applied Dental Technology II	
ETDN301	Experiential Learning	4	CA	0.000	Oral Anatomy I	

* CA= Continuous Assessment; E = Examination at end of Subject / Module.

5.3 Programme Rules

5.3.1 Minimum Admission Requirements

There shall be no admissions into the National Diploma ECP: Dental Technology

5.3.2 Selection Criteria

There shall be no admissions into the National Diploma ECP: Dental Technology

5.3.3 Pass Requirements

Students registered in the extended curriculum programme, will only be eligible for subsequent registration provided that:

5.3.2.1 A student passes 5 out of the 6 registered subjects.

5.3.2.2 A student passes the following 3 of the 6 subjects:

- Introduction to Applied Dental Technology (IADT101),
- Dental Computer Literacy (DCLT101),
- Dental Drawings and Carvings (DDRC101)

NOTE: The specific rules for ND: Dental Technology (ECP) are stipulated above. In addition, the rules pertaining to the ND: Dental Technology under section 4.3.3 to 4.3.9 apply.

6. MASTER'S OF HEALTH SCIENCES TECHNOLOGY: DENTAL TECHNOLOGY (MHDNTI)

6.1 Programme Information

This full research qualification is aligned to Rule G24 in the General Student Handbook. This 180 credits qualification is offered at SAQA Level NQF level 9. The student will conduct independent research under guidance in Dental Technology, and contribute to knowledge production in that field. The research problem, its justification, process and outcome is reported in a dissertation, which complies with the generally accepted norms for the research at that level. Ultimately, the graduate will make a valuable contribution to the existing body of knowledge and initiate change that will help to develop and advance the profession of Dental Technology. *The minimum duration of the programme is one (1) of study and the maximum duration is three (3) years of study.*

6.2 Programme Rules

6.2.1 Admission Requirements

In accordance with Rule G5 in the General Student Handbook, acceptance into the programme is limited, and entry into the Master of Health programme is not automatic. In addition to Rule G24 (1), candidates must be in possession of a Bachelor's Degree in Dental Technology or an equivalent qualification, or have been granted status or advanced standing according to Rule G10. All international applicants need to have their qualifications evaluated by the South African Qualification Authority (**SAQA**).

Furthermore, the applicant needs to complete all internal application and selection processes as required by the Department's Research Committee.

6.2.2 Pass Requirements

Please refer to Rule G24.

6.2.3 Re-registration Rules

Rule G24 (2), Rule G26 (5) and the General Student Handbook.

6.2.4 Exclusion Rules

Rule G24 (1)(d); Rule G24 (2), and the General Student Handbook.

6.2.5 Interruption of Studies

In accordance with Rule G24, the minimum duration for this programme will be one (1) year of registered study and the maximum duration will be three (3) years of registered study. Should a student interrupt their studies by more than three (3) years, the student will need to apply to the department for permission to reregister and will need to prove currency of appropriate knowledge prior to being given permission to continue with registration.

The applicant also needs to complete all internal application processes as required by the department's research committee.

7. DOCTOR OF DENTAL TECHNOLOGY: DENTAL TECHNOLOGY (DRDNT I)

7.1 Programme Information

This research intensive qualification is aligned to Rule G25 in the General Student Handbook. This 360 credits qualification is offered as SAQA Level NQF level 10. The degree of Doctor of Science is awarded on the basis of the submission of a thesis. The thesis should provide evidence of the student: Being able to make an original and substantial contribution to the body of knowledge through the use of appropriate research principles and methods; Gaining knowledge and skills needed to apply scientific research methods independently and critically; Demonstrating competence in technical skills relevant to Dental Technology, and high level or personal autonomy, commitment and accountability in the design and execution of research; Think globally and consider issues from a variety of perspectives and apply international standards and practices within Dental Technology; and Demonstrating principles of ethical reasoning and professional responsibility. The thesis must comply with the normal technical requirements and rules with regard to scope, quality and layout.

7.2 Programme Rules

7.2.1 Minimum Admission Requirements

In addition to Rule G25 (1) in the General Student Handbook, persons must be in possession of a Master of Health Sciences in Dental Technology or equivalent, or have been granted status or advanced standing according to Rule G10. Please also refer to the Postgraduate Student Handbook.

Furthermore, the applicant needs to complete all internal application and selection processes as required by the Department's Research Committee.

7.2.2 Pass Requirements

Refer to Rule G25 (4) in the General Handbook for Students

7.2.3 Re-registration Rules

Please refer to Rule G26 (5) and the Postgraduate Student Handbook.

7.2.4 Exclusion Rules

Please refer to Rules G25 (2) (B; C (ii)) in the General Student Handbook.

7.2.5 Interruption of Studies

In accordance with Rule G25 (2), the minimum duration for this programme will be two (2) years of registered study and the maximum duration will be four (4) years of registered study. Should a student interrupt their studies by more than three (3) years, the student will need to apply to the department for permission to reregister and will need to prove currency of appropriate knowledge prior to being given permission to continue with registration. Please refer to the Postgraduate Student Handbook.

SECTION B: DENTAL ASSISTING

8. HIGHER CERTIFICATE: DENTAL ASSISTING (HCDNA I) [Full Time: One Year Qualification]

8.1 Programme Information

Certain subjects in this qualification do not have a final examination. The results for these subjects are determined through a weighted combination of assessments. As such, there are no supplementary examinations. Students are encouraged to work steadily through the period of registration in order to achieve the highest results possible. Assessment details are listed under each subject at the back of this handbook. Moderation follows the DUT requirements.

8.2 Learning Programme Structure

Code	Subjects	Year of Study	Credits Nated	CA/E*
CSTN101	Cornerstone	I	.094	E
DAPA101	Dental Assisting Practical IA	I	.093	CA
DATA101	Dental Assisting Theory IA	I	.126	CA/ E
DNPM101	Dental Practice Management	I	.094	E
OAPA101	Oral Anatomy and Pathology IA	I	.093	CA/ E
DACPI01	Dental Assisting Clinical Practice	I	0125	CA
DAPB101	Dental Assisting Practical IB	I	.093	CA
DATB101	Dental Assisting Theory IB	I	.126	CA/ E
OAPB101	Oral Anatomy and Pathology IB	I	.093	CA/ E
PHDA101	Pharmacology for Dental Assisting	I	.063	CA/ E

* CA —Continuous assessment / E—Examination

8.3 Programme Rules

8.3.1 Minimum Admission Requirements

In addition to Rule G7 the following apply:

The minimum entrance requirement for entry into programme: Higher Certificate in Dental Assisting is a National Senior Certificate (NSC), a Senior Certificate or a National Certificate (Vocational) (NC(V)), and must include the following subjects at the stated minimum ratings below:

Subject	NSC Rating
English (home) OR English (1st additional)	3
Life Sciences OR Physical Sciences	3
Mathematics OR Mathematics Literacy	3 5
and two 20 credit subjects, of which not more than one may be a language	3

The minimum requirement for holders of the Senior Certificate into the programme: Higher Certificate in Dental Assisting is matriculation exemption with the following subjects at the stated ratings:

Compulsory Subjects	HG	SG
English	E	C
Mathematics	E	C
Biology OR Physical Science	E	C
and two 20 credit subjects, of which not more than one may be a language	E	C

8.3.2 Selection Procedures

In accordance with Rule G5, acceptance into the programme is limited to seventy five (75) places. As more qualifying applications are received than can be accommodated, the following selection process will determine placement in the programme:

All applicants must apply through the Central Applications Office (CAO). Preference is given to those who have Dental Assisting as their first choice. Initial shortlisting for selection is based on the applicant's academic performance in Grade 12 (Grade 11 or Grade 12 Trial marks, will be used for current matriculants).

All applicants that meet the above requirement will be notified and will be required to complete and submit documentation to the Dental Assisting Programme.

Applicants who are successful following the interview will then be ranked according to the table below:

Assessment	Weighting
Results of the NSC, SC or NC(V) certificate	50%
Certificate of attendance from a dental surgery	10%
Submitted documentation	10%
Interview	30%

Shortlisted students will be invited to undergo placement testing. Applicants who pass the placement tests are invited for an interview.

Provisional acceptance is given to selected applicants awaiting National Senior Certificate (NSC) results. If the final Grade 12 NSC results do not meet the minimum entrance requirements, this provisional acceptance will be withdrawn.

Final selection for placement will be based on results in the SC / NSC and DUT placement tests.

8.3.3 Pass Requirements

Notwithstanding the DUT pass requirements (G14 and G15), students are encouraged to apply themselves to their learning, and strive for the best academic results possible in order to adequately prepare themselves for their future careers, and to maximize possible employment opportunities.

8.3.4 Uniform

It is compulsory for all students to wear the prescribed uniform. Failure to do so will result in disciplinary action. Dental Assisting students are expected to be appropriately attired when attending clinical sessions. This includes the use of gloves, masks, eyewear, gowns, etc.

8.3.5 First Aid Certificate

Students shall not be permitted to graduate unless they are in possession of a current Level 2 First Aid Certificate at the time of completing the Dental Assisting programme. The first aid certificate will be arranged and paid for by the programme. Students missing the course for any reason will be expected to obtain the required certificate at their own cost and in their own time.

8.3.6 Hepatitis B

All students registered for the programme are required to complete a course of Hepatitis B inoculations arranged and paid for by the department.

8.3.7 Duration of Programme

In accordance with the DUT Rule G20B*, minimum duration is one year of registered study, including any periods of clinical practice and maximum duration will be two years including any periods of clinical practice.

8.3.8 Exclusion Rules

In addition to the DUT General Rule G17*, a student who fails 50% or more of the subjects registered in the initial year of study with a final mark of less than 40% in the failed subjects will not be permitted to re-register in Dental Assisting programme. De-registration from any subject is subject to the provisions of Rule G6 (2)*.

8.3.9 Interruption of Studies

Should a student interrupt their studies for a period of more than two (2) consecutive years, the student will need to apply to the department for permission to re-register and will need to prove currency of appropriate knowledge and skills prior to being granted permission to continue with registration.