**Regulations of student vocational placements at the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English, Medical University of Bialystok (MUB).**

**§1**

1. The aim of student vocational placements, hereinafter referred to as "clerkship, is to improve practical skills in real working conditions.
2. Clerkship are an integral component of education in particular fields of study and are implemented in accordance with the plan and curriculum in a given field of education and it is not possible to be exempted from them.
3. The length of the clerkship for a given field of study is defined by the Regulation on teaching standards for particular courses and levels of education or the Resolution of the Faculty Council, in the absence of a regulation defining teaching standards.
4. The number of hours of student clerkship for specific faculties is 6 didactic hours per day, working days. In the case of studies with a practical profile (faculties: dental hygiene and dental techniques), the hourly duration of clerkship carried out by the student in the selected unit, is 8 didactic hours per day, excluding non-working days.
5. The clerkship are implemented in accordance with the program developed by the university placement tutors.
6. Students do clerkship during the academic year outside class hours (during the inter-semester break: winter and summer holidays). In the case of studies in the field of dental hygiene, students complete some of the clerkship during the summer semester (160 didactic hours / 4 weeks), and the rest of the clerkship are carried out during the summer holidays (during the inter-semester break: winter break and summer holidays).

7. Clerkship at the Faculty of Medicine may take place in MUB hospitals or at institutions selected by the student (at home or abroad) which pursue the learning outcomes of the student clerkship program.

8. In the case of internships outside MUB units provided that these units meet (obtained ≥7 points) criteria described in the "Criteria for selection of medical facility for completion of student vocational placements" form (Annex No. 1).

9. If an institution selected by students does not meet the criteria outlined in the "Criteria for selection of medical facility for completion of student vocational placements" form (≤6 points), the student is obliged to indicate another institution.

10. Clerkship can be conducted individually or in groups. The number of students in the group should enable the implementation of the clerkship program, take into account the substantive conditions and security considerations.

11. The clerkship take place on the basis of an agreement between the institution where the internship will take place and the University. The agreement on behalf of the University is signed by the Dean or a Vice-Dean authorized by him, on behalf of the institution - a person or persons authorized to represent it.

**§2**

1. The duties of the Faculty include preparation and issuing documentation related to the implementation of the clerkship to students.
2. The agreement referred to in § 1 defines the duties of the University and the student, as well as the facilities in which the clerkship take place.
3. Students applying for internship receives the following documents from the Dean's Office:
a) "Criteria for selection of medical facility for completion of student vocational placements" (Annex No. 1). The students is obliged to returned the completed document, along with the approval of the director of the institution and the university supervisor, to the Dean's office prior to the commencement of the exam session.
b) the agreement referred to in § 1
c) "Self-assessment Sheet of the Faculty where student vocational placement is completed"
4. Prior to the commencement of the placement, the student is required to have:
a) the clerkship program (available on the Faculty's website)
b) the clerkship course sheet (available on the Faculty's website)
c) current liability insurance policy (OC) and accident insurance (NNW),
d) current booklet for sanitary and epidemiological purposes,
e) certificate of vaccination against hepatitis B,
f) protective clothing and medical footwear,
5. The student is obliged to return, by the end of summer semester exam session of a given academic year, all the necessary documents for the implementation of the clerkship program and getting a final credit of the vocational placement.

**§3**

1. During clerkship students are obliged to:

a) behave in accordance with the rules in force at the facility,

b) follow instructions related to the clerkship program of the person responsible for the clerkship on behalf of the institution,
c) complete their clerkship course sheet, in which they record the performance of the required activities and have them confirmed by the supervisor of the clerkship appointed by the institution,

d) observing rules and regulations in force at the facility, Occupational Health and Safety (OHS) regulations and personal data protection as well as information confidentiality, and maintain the confidentiality of information and personal data acquired during the clerkship, both during the clerkship and after its completion,

e) take care of entrusted property and secure information and data against unauthorized access, unjustified modification or destruction, illegal disclosure or acquisition to the extent appropriate to the responsibilities (tasks) associated with the processing of data, during the clerkship.

2. There is no remuneration for the clerkship.
3. After completing the vocational placement, the student anonymously completes the Questionnaire on the course of vocational placement (Annex No. 2), available through the Virtual Dean’s Office.

**§4**

1. In order to obtain a vocational placement credit, the student presents to the University Clerkship Tutors completed documents:

a) "Criteria for selection of medical facility for completion of student vocational placements" (Annex No. 1) approved by the director of the institution

1. "Self-assessment Sheet of the Faculty where student vocational placement is completed" form, referred to in §2 para. 3 point c), as well as

c) the clerkship program and clerkship course sheet stamped and signed by the placement supervisor appointed by the institution and persons authorized to represent the unit.
2. Based on the presented documents (or additional conversation with the student), the university tutor of the vocational placement verifies the student's achievement of the learning outcomes assumed for the clerkship and gives a credit by making an entry on the clerkship course sheet.

3. If the vocational placement is failed, the Dean makes a decision on the conditional entry of the student for the next year of study, repetition of the year or removing from the list of students.

**§5**

1. In order to ensure the appropriate implementation of the vocational placement program, the Dean appoints from among the University academic teachers:
a) Faculty Clerkship Coordinator,
b) Tutor of student clerkship.
2. The responsibilities of the Faculty Clerkship Coordinator include:
a) preparation of draft documents regarding the organization of vocational placements (regulations, etc.),
b) supervising and coordinating matters concerning vocational placements,
c) solving any contentious issues beyond the tutor’s competence,
d) submitting to the Chair of the Faculty Team for Assurance and Improvement of Education Quality a summary of the quality review of clerkship at particular faculties prepared by university clerkship tutors by 30th May each year for the previous academic year.
3. The duties of the University Clerkship Tutors include:
a) developing and updating student clerkship programs and syllabus drafts,
b) preparing placement sheets in accordance with the learning outcomes for vocational placements assumed for a given academic year,
c) participation in the preparation of draft agreements for student clerkship,
d) supervising and monitoring, as a member of the Faculty Team for the Assurance and Improvement of the Quality of Education, the appropriate implementation of clerkship,
e) confirmation of the clerkship after the student has presented all the required documents,
f) solving possible problems or contentious issues arising during student clerkship,
g) submitting to the Faculty Clerkship Coordinator a summary of the quality of placements by April 30th of each year for the previous academic year.
4. The duties of the working group on student clerkship of the Faculty Team for Assuring and Improving the Quality of Education include the observation of clerkship, in particular as regards the reliability of performing the duties of clerkship students.
5. The procedure for monitoring student clerkship is attached as Annex No. 3 to the present Regulations.
6. During the observations referred to in §5 para. 4 the following documents are filled in:
a) "Vocational Placement Location and Procedure Sheet"
b) "Participant's Feedback Sheet of the Vocational Placement Participant"

c) "Self-assessment Sheet of the Faculty where student vocational placement is completed"
7. In each academic year, the clerkship observation should cover at least 5% of the points in which the vocational placements take place, or they may take place at the request of the Faculty Coordinator for Vocational Placements.

**§6**

Regulations come into force on the day of its adoption by the Faculty C