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

§1
1. The aim of student placements, hereinafter referred to as "placements", is to improve practical skills in real working conditions.
2. Placements 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 internship 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 placements for specific faculties is 6 clock hours, i.e. 8 teaching hours per day, excluding holidays. Extending the daily number of hours is allowed if consent and agreement of the parties is obtained (placement and student supervisors), however, up to 12 teaching hours.
5. The placements are implemented in accordance with the program developed by the university placement supervisors.
6. Students do placements during the academic year outside class hours (during the inter-semester break: winter holidays, summer holidays and during the examination session).
7. Placements at the Faculty of Medicine may take place in UMB hospitals or at institutions selected by the student (at home or abroad) which pursue the objectives and effects of training the student internship program. In the case of internships outside UMB units provided that these units meet (obtained ≥7 points) criteria described in the "Criteria for selecting the institution for the implementation of student placements" form (Annex 1). provided that these units meet (obtained ≥7 points) criteria described in the "Criteria for selecting the institution for the implementation of student placements" form (Annex 1).
8.Prior consent of the university placement supervisor is required. The university placement supervisor gives their consent by signing attachment No. 1, referred to in paragraph 7.
9. If an institution selected by students does not meet the criteria outlined in the "Criteria for selecting a student work placement facility" form (≤6 points), the student is obliged to indicate another institution.
10. Placements can be conducted individually or in groups. The number of students in the group should enable the implementation of the internship program, take into account the substantive conditions and security considerations.
11. The placements 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 placements 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 placements take place.
3. Students applying for internship receives the following documents from the Dean's Office:
a) "Criteria for the selection of the institution for student placements". 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 that the student will receive after submitting the completed document referred to in sub-item a)
c) "Self-assessment sheet of the institution implementing student placement" (constituting an attachment to the Resolution of the Faculty Council No. 314/14, available on the Faculty's website).
4. Prior to the commencement of the placement, the student is required to have:
a) the placement program
b) the placement sheet
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 September 15th of a given academic year, all the necessary documents for the implementation of the placement program and getting a final credit of the placement program

§3
1. During placements students are obliged to:
a) behave in accordance with the rules in force at the facility,
b) follow instructions related to the placement program of the person responsible for the placement on behalf of the institution,
c) complete their placement sheet, in which they record the performance of the required activities and have them confirmed by the supervisor of the placement appointed by the institution,
d) observing rules and regulations in force at the facility, OHS regulations and personal data protection as well as information confidentiality, and maintain the confidentiality of information and personal data acquired during the placement, both during the placement 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 placement .
2. There is no remuneration for the placement.
3. After completing the placement, the student anonymously completes the Professional Experience Assessment Survey (Appendix 3).

§4
1. In order to obtain a placement credit, the student presents to the University placement supervisor a completed "Self-assessment sheet of the institution implementing the student placement" form, referred to in §2 para. 3 point c), as well as the placement program and 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 supervisor of the placement verifies the student's achievement of the learning outcomes assumed for the placement and gives a placement credit by making an entry on the placement sheet and in the e-student’s book.
3. The completed placement sheet must be delivered to the Dean's office by September 15 of the given academic year.
4. If the 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 placement program, the Dean appoints from among the University academic teachers:
a) Faculty Placements Coordinator,
b) Supervisors of student placements.
2. The responsibilities of the Faculty Placements Coordinator include:
a) preparation of draft documents regarding the organization of placements (regulations, etc.),
b) supervising and coordinating matters concerning placements,
c) solving any contentious issues beyond the supervisor’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 placements at particular faculties prepared by university placements supervisors by 30th May each year for the previous academic year.
3. The duties of the University Placements Coordinators include:
a) developing and updating student placements programs and syllabus drafts,
b) preparing placement sheets in accordance with the learning outcomes for placements assumed for a given academic year,
c) participation in the preparation of draft agreements for student placements,
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 placements,
e) confirmation of the placement after the student has presented all the required documents,
f) solving possible problems or contentious issues arising during student placements,
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 placements of the Faculty Team for Assuring and Improving the Quality of Education include the observation of placements, in particular as regards the reliability of performing the duties of placement students.
5. The procedure for monitoring student placements is attached as Appendix 4 to the present Regulations.
6. During the observations referred to in §5 para. 4 the following documents are filled in:
a) "Placement Location and Procedure Sheet" (constituting an attachment to the Resolution of the Council of the Faculty No. 314/14)
b) "Participant's Feedback Sheet" (see above)
7. In each academic year, the placements observation should cover at least 5% of the points in which the placements take place, or they may take place at the request of the Faculty Coordinator for Placements.

§ 6
Regulations come into force on the day of its adoption by the Faculty Council