Annex no. 1

The Rules of Summer Holiday Practical Training for the Students of

the Faculty of Medicine with the Division of Dentistry and English Division,

the Medical University in Białystok

 § 1

1. The summer holiday practical training is incorporated in the program of study.

2. The training is to be taken according to the schedule introduced by a manager of practical training.

3. The student takes such a training in the academic year during time free from educational classes.

4. The training is done at institutions ensuring the completion of the program of practical training.

5. The training is done under an agreement between the institution in which the training will be taken

 and the Medical University. Such an agreement must be signed by the Dean or duly authorized

 Deputy Dean on behalf of the University and by a person authorized to represent the institution.

6. The student may take his/her practice at institutions based in Poland or abroad.

 To take the training at an overseas institution, the student must, upon his/her request, receive prior

 permission from the manager of practical training.

7. Completion of the practice is a condition for having a year of study credited.

 § 2

1. To begin his/her summer holiday practical training, the student must have:

 a. a valid policy of third party insurance and accident insurance

 b. a valid card for sanitary and epidemiological purposes

 c. a certificate of Hepatitis B immunization

Such documents must be submitted to the manager of practical training before the beginning of

the training.

 d. appropriate shoes and protective clothing

2. Before the start of his/her practical training, the student should:

 a. read the program of practical training (available on the website) in effect for his/her year of

 study and have the card of practical training printed,

 b. familiarize himself/herself with requirements for taking the practice, introduced by

 the institution – training provider,

 c. take a copy of agreement on doing practical training (available in the Dean’s Office)

 § 3

1. Whilst doing the training, the student should:

 a. conduct in compliance with internal rules of the institution

 b. obey the code of professional conduct and keep medical or professional confidentiality and strictly protect personal data

 c. follow all instructions relating to the program of practical training, given by an instructor

 designated by the institution

 d. keep the card of practical training and record all works done as required by the program of

 practical training, and have the works approved by the manager of practical training

 appointed by the institution.

2. The institution is not entitled to remuneration for providing the practical training.

 § 4

1. To receive credits for completion of the practical training, the student should present to the manager

 of practical training, designated by the University his/her card of practical training [karta praktyk]

 accepted by the manager of the training appointed by the institution in which the student took

 the practice.

2. The completion of the practical training must be approved by the manager designated by

 the University by making entry in the card of practical training and student’s record book [indeks].

3. The card of practical training with appropriate entries must be delivered to the Dean’s Office

 by 15th day of September of the academic year.

4. If the student fails to complete his/her practice, the Dean decides either to admit the student

 conditionally to next year’s courses, or the student should repeat the year of study, or be struck off

 the list of students.

 § 5

1. To ensure that the program of practical training is done duly, the Dean appoints amongst academic teachers of the University:

 a. Faculty Coordinator for Practical Training

 b. manager of student practical training

2. The Faculty Coordinator for Practical Training should

 a. draw up drafts of documents concerning the organization of practical training (the rules of

 practical training,etc),

 b. supervise and coordinate all affairs relating to practical training;

 settle any potential dispute(s) beyond authority of the manager of practical training.

3. The manager of practical training designated by the University should:

 a. draw up and adjust the program of student practical training,

 b. participate in negotiating agreements on summer holiday practical training,

 c. supervise the course of student practical training,

 d. confirm that the student completed his/her practice upon presentation of all required

 documents by the student,

 e. solve any possible problem or dispute arising during the course of summer holiday practical training.

 § 6

The Rules of Summer Holiday Practical Training shall come into force on the date of its passing

by the Council of the Faculty.

*[Translator’s notes are printed in italics]*

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