

**WORK PLACEMENT REGULATIONS FOR STUDENTS  
OF MEDICINE PROGRAMME AND MEDICINE AND DENTISTRY PROGRAMME  
AT LUDWIK RYDYGIER COLLEGIUM MEDICUM IN BYDGOSZCZ  
NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ**

**§1**

1. The aim of student work placements is to improve practical skills in the field of study under real working conditions.
2. Student work placements are implemented on the basis of the Order No. 100 of the Rector of Nicolaus Copernicus University in Toruń of 10 August 2009 on the principles of student work placements.
3. Work placements are an integral part of education in the respective years of study and are carried out in accordance with the plan and curriculum of Medicine Programme.
4. The scope of work placements is determined by the regulation of the Ministry of Science and Higher Education on teaching standards for Medicine Programme and Medicine and Dentistry Programme, and there is no possibility of exemption.
5. The hourly scope of the student's work placement at the selected facility is 6 clock hours, i.e. 8 teaching hours per day, excluding public holidays.
6. Work placements are carried out in accordance with a programme developed by the Faculty Work Placement Supervisor appointed by the Dean of the Faculty of Medicine.
7. Work placement of students of the Faculty of Medicine may take place on the grounds of the NCU CM University Hospitals or in facilities selected by the student (in the country or abroad) implementing the objectives and learning outcomes of the student work placement programme.
8. Students planning to organise a summer work placement abroad (excluding work placements under the Erasmus and IFMSA programmes) must obtain the approval of the work placement supervisor.
9. The work placement facility should meet the following criteria:
  - a) the facility provides a wide range of diagnostic and/or treatment services (therapeutic or rehabilitation) and has a reputation in the community,
  - b) the staff delivering the courses and work placements have appropriate education, many years of professional experience in the field, an awareness of professional roles, the ability to impart knowledge and a good communication with the student,
  - c) the facility's equipment enables the acquisition of practical knowledge,
  - d) the facility has experience of working with students,
  - e) the nature and extent of the services provided enable the implementation of learning objectives.

10. Work placements may be carried out individually or in groups. The number of students in a group should allow for the completion of the work placement programme and take into account content conditions and safety aspects.
11. Work placements are based on an agreement between the facility where the placement will take place and the University. The agreement shall be signed by the Vice-Dean (work placement supervisor) on behalf of the University, and by a person or persons authorised to represent the facility.

## **§2**

1. It is the responsibility of the Faculty to prepare and make the documentation related to the work placement available to the students.
2. The agreement referred to in §1 sets out the obligations of the University, the student and the work placement facility.
3. Prior to the start of the work placement, the student is required to have:
  - a) a valid medical certificate stating that there are no health contraindications to studying in Medical Programme,
  - b) valid medical certificate for sanitary-epidemiological purposes,
  - c) work placement logbook,
  - d) a valid third-party liability (*OC*) and personal accident (*NWW*) insurance policy,
  - e) protective medical clothing and footwear (to be purchased by the student),
  - f) student name tag (issued in the first year of study).

## **§3**

### **Periods and dates of work placements and their duration**

1. Work placements in Medicine Programme and Medicine and Dentistry Programme take place during the summer holiday months.
2. The student is obliged to carry out the work placement in accordance with the facility's work schedule.
3. The number of night hours should not exceed 10% of the work placement duration in a given year.
4. The student's work schedule is agreed with the supervisor overseeing the work placement in the given unit.
5. The duration of the work placements is consistent with the learning outcomes defined for the field of study: Medicine Programme includes 4 weeks (120 clock hours after each year: 1 – 4); Medicine and Dentistry Programme 1st - 2nd year - 2 weeks (60 clock hours), 3rd year - 4 weeks (120 clock hours), 4th year - 8 weeks (240 clock hours). After their completion, the student obtains 4, 4.9 or 5 ECTS credits respectively after each year.

6. A student's absence from a work placement can only be excused on the basis of a medical certificate. The exemption will result in an extension of the work placement by the period of absence.
7. A change in the date of commencement or completion of the work placement due to illness or other fortuitous events which could not have been foreseen before setting the date may take place with the consent of the establishment in which the work placement was to take place or is taking place.

#### **§4**

1. During the work placement, the student is obliged to:
  - a) Familiarise him/herself with the work placement regulations and adhere to them strictly.
  - b) Conscientiously carry out the tasks assigned by the work placement supervisor and persons overseeing the work placement.
  - c) Arrive on time and be present in classes according to the schedule set by the work placement supervisor or a person overseeing the work placement.
  - d) Actively participate in classes.
  - e) Not to leave the assigned workstation without the permission of the person directly supervising the student doing the work placement.
  - f) Excuse absences from classes on the basis of a medical certificate.
  - g) Respect the patient's rights and keep the confidentiality of any information concerning the patient and his or her family to which he or she has gained access both during and after the work placement.
  - h) Comply with the work regulations, work discipline, data protection, health and safety, fire safety and nosocomial infection control regulations in force at the facility accepting the student for work placement.
  - i) Have the required work clothes and footwear that enable them to work in accordance with current health and safety regulations, as well as a name tag.
  - j) Have up-to-date medical examinations and accident and liability insurance. Failure to have up-to-date medical examinations and insurance may be grounds for refusal to admit a student to a work placement.
  - k) Take care of the property entrusted to them and to safeguard the information and data against unauthorised access, unwarranted destruction, unlawful disclosure or acquisition, to the extent appropriate to the data processing responsibilities, in the course of the work placement.
  - l) Have and maintain the records of the work placement necessary to complete the work placement.
  - m) Represent the university in a dignified manner at the student's work placement facility.
  - n) Report any irregularities observed in the course of the work placement to their superiors.

2. The student shall be liable for material damage caused intentionally at the work placement facility.
3. A student carrying out activities as part of a student work placement is not entitled to remuneration for their performance, and the university referring the student to the work placement does not cover any costs associated with the work placement, subject to the costs of post-exposure prophylaxis (HIV) testing.

## **§5**

### **Completing Work Placement**

1. The deadline for students to complete their work placement and receive credit is 20 September. Completion of the work placement is a prerequisite for the completion of the year.
2. The basis for the completion of the work placement is the completion of the work placement programme, which should be documented by an entry in the work placement logbook. This entry should include the following information:
  - a) Start date and end date of work placement,
  - b) The facility's header stamp, including name and address,
  - c) Name stamp and signature of coordinator or doctor supervising the work placement.
  - d) All sections of the table in the work placement programme must be completed as described (date, signature, stamp).
  - e) The use of collective credit, e.g. using a bracket, is not allowed.
  - f) The number of entries, signatures and stamps must reflect the number of activities performed.
  - g) Each page of the work placement logbook should be signed by the student.
  - h) The certificate of work placement must be signed by a person authorised to represent the treatment facility, e.g. director, president, commandant, owner or their deputies. Both the seal and the signature of this person are required.
3. The student is required to submit an original, signed and stamped work placement logbook to the Dean's Office of the Faculty of Medicine.
4. On the basis of the documents submitted, the Faculty Placement Supervisor verifies that the student has achieved the expected learning outcomes and gives credit for the work placement.
5. Credit for work placements may also be given, with the agreement of the Vice-Dean of the Faculty of Medicine, by way of transfer and recognition in place of work placements stipulated in the study programme, provided that consistency in the area of learning outcomes is established.
6. If a student fails to complete a work placement, the Dean makes a decision concerning conditional entry of the student into the next year of study, repetition of the year or withdrawal from the list of students.

1. Didactic, educational and organisational supervision of the work placement is exercised by a work placement supervisor appointed by the Dean of the Faculty.
2. The work placement supervisor for Medicine Programme and Medicine and Dentistry Programme for the term 2024-2028 is dr Natalia Ukleja-Sokołowska, prof. UMK, Vice-Dean for Student Affairs and Didactics
3. Responsibilities of the work placement supervisor include:
  - a) Substantive and organisational supervision of the preparation and course of work placements.
  - b) Preparation of the work placement programme in accordance with the learning outcomes established for a given academic year.
  - c) Approval of work placement facilities.
  - d) Resolving any problems or disputes arising in the course of students' work placements.
  - e) Crediting the completion of work placements (entry in the USOS system and printing of the record).
4. In each academic year, the monitoring of work placements is carried out by the work placement supervisor in consultation with the Vice-Dean for Education.
5. Inspection of work placements is carried out on the basis of random visits to work placement facilities.
6. The student implementing the work placement shall keep the work placement supervisor informed of any shortcomings on the part of the facility where the placement takes place.