Annexdix no. 2
to the NCU Rector's Order no 186
of October 27th 2025

Practical Training's Regulations

§ 1

The regulations define the conditions for the organisation of and participation in Practical Training organised by the Nicolaus Copernicus University in Toruń Ludwik Rydygier Collegium Medicum in Bydgoszcz, based on Article 15p of the Act of 5 December 1996 on the professions of physician and dentist (Journal of Laws 2024, item 1287, as amended), hereinafter referred to as 'the Act'.

§ 2

Whenever the provisions of these regulations refer to the:

1) **graduate** – it shall mean a graduate of the University who completed their studies at the University in the Medicine programme in a language other than Polish;
2) **language of the Practical Training** – it shall mean the language in which the practical training will be conducted, i.e. English at a minimum level of B2;
3) **Practical Training's sheet –** it shall mean a document issued to the student by the University, constituting Annex 2 to the referral for Practical Training;
4) **Practical Training's supervisor –** it shall mean the person conducting the practical training;
5) **healthcare entity** – it shall mean the place where practical training is carried out, i.e. a healthcare entity that provides the University with the organisational units necessary to conduct undergraduate and postgraduate education in medical professions;
6) **referral for Practical Training** – it shall mean the document issued by the University referring the participant of Practical Training to a given healthcare entity;
7) **Practical Training** – it shall mean the six-month Practical Training course corresponding to the clinical part of the Postgraduate Internship Programme, conducted in a healthcare facility for persons who have completed Medicine programme studies in a language other than Polish, obtained the professional title of *lekarz* and have not completed a postgraduate internship.
8) **Practical Training's participant** – it shall mean a person undergoing Practical Training;
9) **University –** it shall mean Nicolaus Copernicus University in Toruń Ludwik Rydygier Collegium Medicum in Bydgoszczy.

§ 3

1. Practical Training May Be Undertaken by graduates.
2. The condition for admission to Practical Training is obtaining a professional title of *lekarz* at the University and commencing Practical Training no later than within 2 years from the date of obtaining such a title.
3. The condition for commencing Practical Training is payment of the training fee within the time limit specified in the agreement referred to in § 5(3), but no later than before the date of commencement of Practical Training.

§ 4

1. The Practical Training is organised by the University.
2. Supervision of the practical training is carried out by the Practical Training Coordinator – Director of the Centre for Medical Education in English.
3. The university conducts Practical Training at least once a year.
4. Practical Training takes place at a healthcare entity that makes its organisational units available to the University on the terms specified in Article 89 of the Act of 15 April 2011 on healthcare activities (Journal of Laws of 2025, item 450, as amended).
5. The announcement of the date of the Practical Training is posted by the Centre of Medical Education in English at the following website: www.study.cm.umk.pl

§ 5

The procedure for admission to Practical Training consists of three stages:
1) first stage – submission of an application for Practical Training by the graduate to the CM NCU Centre for Medical Education in English within the deadline specified by the University;
2) second stage – submission of the following documents by the graduate to the CM NCU Centre for Medical Education in English within the deadline specified by the University:
   a) a current medical certificate issued by a doctor authorised to carry out preventive examinations, confirming that medical examinations for sanitary and epidemiological purposes have been carried out and that there are no health contraindications to undergoing Practical Training,
   b) document confirming hepatitis B vaccination,
   c) certificates of no criminal record from the National Criminal Register and from the country of origin,
   d) a statement confirming that you have read and understood the University's standards for the protection of minors;
3) third stage – conclusion of a Practical Training Agreement between the participant of the Practical Training and the University, hereinafter referred to as the 'Agreement', the template of which is determined by the Rector by way of an Order.

§ 6

1. Practical Training lasts 6 months (26 weeks) and is conducted in a healthcare entity for an average of 37.5 hours per week. Practical Training may take place between 7:30 a.m. and 4:30 p.m., and the participant of Practical Training individually agrees on the hours of training with the Practical Training supervisor.
2. Practical Training is conducted on the basis of a referral for Practical Training issued by the University to the participant of Practical Training.
3. Practical Training is conducted in accordance with the Practical Training programme and the Practical Training schedule..
4. The Practical Training programme is determined by the Rector by way of an Order. Each time the programme is attached to the agreement.
5. The Practical Training schedule is attached as Annex 1 to the referral for Practical Training. Each time the schedule is approved by the healthcare entity where the Practical Training or part thereof takes place.
6. The head of the department/division conducting Practical Training in a given field of medicine appoints a Practical Training supervisor.
7. The Practical Training supervisor confirms the start and end dates in the Practical Training sheet.
8. A participant of the Practical Training may remain on the premises of the healthcare entity only during the classes conducted as part of the Practical Training and in connection with these classes.

9. Practical Training classes are conducted in groups of three under the supervision of a Practical Training supervisor.
10. The Practical Training supervisor is responsible for confirming the knowledge, practical skills and professional experience acquired by the Practical Training participant, and makes an entry confirming completion in the Practical Training card.
11. A participant of the Practical Training who attends classes specified in the Practical Training programme may participate in the provision of healthcare services under the direct supervision of a person or persons practising a medical profession.

§ 7

1. The fee for Practical Training, hereinafter referred to as 'the fee', shall be determined by the Rector through an Order.
2. The Practical Training fee is paid by the participant in a full single payment.
3. Participants of the Practical Training shall pay the fee by bank transfer to the University's bank account specified in the agreement.within the time limit specified by the University.
4. Fee payment is a prerequisite for the University to issue a referral for Practical Training to a participant.
5. If the Practical Training cannot commence for reasons attributable to the University, the fee paid shall be refunded.
6. If a participant of the Practical Training submits a written resignation from the Practical Training, the following shall be refunded:
   1) in the event of cancellation before the commencement of the Practical Training – 100% of the fee;
   2) in the event of resignation during the Practical Training – a part of the fee proportional to the unimplemented part of the Training, reduced by 10% of the total fee as a compensation for the fixed costs incurred in connection with the organisation of the Training.

§ 8

1.The fee includes the cost of civil liability insurance (OC) and accident insurance (NNW) for participants of the Practical Training, extended to include additional benefits for occupational exposure related to potential contact with biological agents, covering the period of Practical Training.

2. Participants of the Practical Training shall take out the insurance referred to in paragraph 1 upon conclusion of the agreement..
3. The University shall ensure the conclusion of an insurance agreement within the scope referred to in paragraph 1 and the implementation of compensation procedures in the event of incidents covered by the insurance agreement.

§ 9

1. Participants of the Practical Training are obliged to:
   1) pay the fee on time;
   2) submit the documents referred to in § 5(2) to CM NCU Centre for Medical Education in English in a timely manner;
   3) undergo and complete the Practical Training in accordance with the programme and schedule referred to in § 6(3);
   4) attend the Practical Training at the healthcare entity on time, in line with the rules set out in these regulations;
   5) comply with the instructions of the Practical Training Organiser and persons authorised by the Organiser;

6) keep confidential the personal data of patients to which the Practical Training participant will have access both during and after the Training, in accordance with the Act of 10 May 2018 on the protection of personal data (Journal of Laws of 2019, item 1781) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119 of 04.05.2016);
7) respect the principles of ethics and professional secrecy;
8) comply with the regulations in force at the healthcare entity, in particular the work regulations, rules of order, health and safety, fire safety and sanitary regulations, including the sanitary regime rules applicable in the event of a state of epidemic threat or a state of epidemic being declared;
9) to wear a name badge issued by the University in a visible area during the Practical Training classes;
10) immediately submit to the Practical Training organiser a certificate confirming temporary inability to attend classes due to illness or other unforeseen circumstances, and make up for the classes missed during the period of absence within the time limit specified by the Practical Training supervisor;
11) inform the Practical Training organiser in writing about the interruption of the Practical Training, stating the reasons, within 7 days of the occurrence of this fact.

2. Persistent or gross violation of the Practical Training participant's obligation to attend classes, including unjustified absence from classes, will be treated as a violation of the rules of the Practical Training and may result in disciplinary consequences.

§ 10

The university is obliged to issue the following documents to the participants of the Practical Training:
1) referrals for the Practical Training at a given healthcare entity;
2) certificate of completion of the Practical Training, issued by the healthcare entity where the Training took place,
3) documents drawn up by the University, containing information and data concerning:
   a) the duration of the Practical Training and its location,
   b) the person who completed the final assessment of the Practical Training – first name, surname and position.

§ 11

Amendments to the rules and regulations shall be made in accordance with the procedure adopted for their introduction.