**RULES AND REGULATIONS**

**STUDENT’S SUMMER TRAINING**

**English Dentistry Division**

**Faculty of Dental Medicine**

**MUW**

1. General information

## After each of four years of studies a student has to complete a summer training:

**After the first year**

* Practical training in the field of healthcare management– (60 hours) (hospital ward)
* Practical training in medicine (general surgery, internal medicine or maxillofacial surgery) -   
  (60 hours)

**After the second year**

* Practical training in dental assisting in a dental outpatient department or dental offices   
  (120 hours).

**After the third year**

* Dental practice in a dental office (120 hours).

**After the fourth year**

* Dental practice in a dental office (120 hours).

The students have to print out the internship log and summer training program from the English Dentistry Division, MUW webpage.

NOTE!

If there is no possibility to undertake the summer training in the place of residence, Medical University of Warsaw provides payable accommodation in students dormitory, paid by the student.

Members of the students’ scientific clubs may undertake the summer training in clinics at which the scientific club is active or during the camps organized by the club. This rule does not apply  
 to members of the scientific groups at theoretical departments. The Vice Dean awards the credit for the above mentioned summer training in whole or in part.

In the period of summer training in academic year 2019/2020 the University does not provide students with accident insurance. Students must insure themselves against accident on their own.

**Until 30 September 2020 all students are covered by civil liability insurance – in the academic year 2019/2020 the Medical University of Warsaw has concluded Civil Liability Insurance agreement No. 1023383702 with Polski Zakład Ubezpieczeń SA.**

**The institution accepting the student for the summer practical training may request from the student the following:**

a) the applicable Framework Plan of the Student Practical Training;

b) the Practical Training Sheet;

c) a valid health record book for sanitary and epidemiological purposes;

d) a certificate of Hepatitis B vaccination;

e) civil liability insurance (OC) and accident insurance (NNW);

f) a certificate of work health and safety training, or request the student to undergo the work health and safety training;

f) medical protection clothing;

g) identifier.

1. **Place of summer internship**

It is recommended to complete the summer training in the medical units of the Medical University   
of Warsaw. The medical units may or may not have signed agreements with the MUW. The summer training can be completed in medical units in Poland or abroad. The units should provide the opportunity for students to complete the internship program as well as employ a person who can act and be appointed   
as an internship supervisor by the Head of the unit.

**Practical training after the first year**- in public teaching hospitals or in hospital departments   
of Healthcare Centres. An internship supervisor appointed by the Head /Director/ of a hospital should be:

* a nurse - healthcare management internship
* a medical doctor with I or II degree of specialisation - medical internship in the field of general surgery, internal medicine or oral and maxillofacial surgery.

**Practical training after the second year (dental units)-** An internship supervisor appointed by the Head of the unit should be:

* a dentist, nurse, certified hygienist or dental assistant.

**Practical training after the third and fourth year (dental units)-** An internship supervisor appointed by the Head of the unit should be:

* a dentist with I or II degree of specialisation.

**Documents required for the completion of summer internship in Poland (3 options):**

1. The completion of a summer training in medical units that signed an agreement with the University requires the student to be directed to the internship by the Vice Dean of the Faculty of Medicine and Dentistry. The student should contact the Dean's office in order to obtain the required document (skierowanie).
2. If a student plans to complete the summer training in units that do not have an agreement with the University, it is required to obtain Vice Dean’s consent (**application form no.1**). The student is directed to the internship by the Vice Dean of the Faculty of Medicine. The student should contact the Dean's office in order to obtain the required document (skierowanie) as well as submit the **application form no. 1** to the Dean’s office.

* in the case of dental units in Poland that agree to summer training **after the third and fourth year** of study, a photocopy of a specialization certificate (I or II degree) of the future internship supervisor is required.

1. If a student plans to complete the summer training in units that require signing an agreement with the University, it is necessary to obtain Vice Dean’s consent (**application form no. 2**) and the required document (skierowanie). The student should contact the Dean's office in order to obtain the required document (skierowanie) as well as submit the **application form no. 2** to the Dean’s office.

1. **The course of the summer practice and obtaining a credit**

The Head of the medical unit where a student completes the summer training:

* sets the scope of duties and the schedule of the internship,
* appoints an internship supervisor who controls student's attendance and work and confirms   
  the performance of individual activities in the student internship log,
* credits the summer training by signing student’s internship log and evaluates student’s work and course of internship.

Student should assess the internship in the student internship log.

**The Dean has the right to control the student's attendance at the place where he/she completes   
the summer training and the correctness of its course (visitation, telephone contact with   
the supervisor).** The absence of a student at work may be justified by an official sick leave.   
It is necessary to extend the summer training for a suitable period, if the sick leave lasts longer than   
a week.

**Confirmation of the completion of the summer training and achievement of the required learning outcomes in the internship log is mandatory in order to obtain the Dean’s credit for the summer internship.**