

**STUDENT SUMMER CLERKSHIP
ENGLISH LANGUAGE MEDICAL PROGRAM
Academic Year 2024/2025**

ATTENTION:

Student summer clerkship is included in the medical study program. Completion of summer clerkship in particular year of study is required to be enrolled to subsequent year of study.

Details for participation in summer clerkship (dates and time of attendance, etc.) shall be established by student and clerkship coordinator at the hospital/medical center in advance, in order to follow below mentioned procedures in a timely manner.

Deadline to submit the Application Form for summer clerkship to the Dean's Office:
April 30, 2025

Dates of attendance in summer clerkship: from June 30, 2025 to September 14, 2025

Location of summer clerkship:

1. Hospital/medical center which made a group agreement with the University (either in Poland or abroad) – get the list of locations from <https://student.sum.edu.pl/dziekanat-wydzialu-lekarskiego-w-katowicach/partnerzy-praktyk-wnmk/>
2. Hospital/medical center indicated by individual student which did not make a group agreement with the University (either in Poland or abroad)

Summer clerkship curriculum:

- for International program: https://smk.sum.edu.pl/wp-content/uploads/2024/12/summer-clerkship_INT_program_2024-2025.pdf

- for European program: https://smk.sum.edu.pl/wp-content/uploads/2024/12/summer-clerkship_EU_program_2024-2025.pdf

NOTE: if a student completed summer clerkship inconsistent with the curriculum or with the number of hours less than required in the curriculum, it will not be approved by the Dean.

Facility profile depending on the scope of summer clerkship:

- Basic Patients Care / Nursing Practice: all units located in in-patient medical facilities (hospitals);
- Outpatient Care Practice / Basic Health Care – Family Medicine: family practice outpatient facilities;
- Emergency Medicine / Basic Health Care – First Aid: hospital ER, emergency medical services;
- Internal Medicine: all internal medicine units located in hospitals (excluding surgery and invasive treatment units);
- Intensive Care: intensive care units;

- Surgery: general surgery units and specialty surgical units, e.g. cardiosurgery, thoracosurgery, urology, orthopedics;
- Pediatrics: all hospital units with pediatric patients, e.g. child and adolescent psychiatry, pediatric neurology, pediatric surgery, pediatric cardiology, neonatal cardiology;
- OB/GYN: all hospital units with patients treated for women's diseases and with childbirth procedures taking place.

Required documents:

NOTE: prior to attending summer clerkship in hospital located in Poland student is required to get his/her own individual accident insurance (NNW) for the entire period of summer clerkship.

NOTE: prior to attending summer clerkship in hospital located outside of Poland student is required to get his/her own individual insurance in accordance with foreign hospital regulations.

In case of hospital/medical center which made a group agreement with the University:

1. Student downloads and prints out 2 copies of referral to summer clerkship disclosed at the name of selected hospital/medical center <https://student.sum.edu.pl/dziekanat-wydzialu-lekarskiego-w-katowicach/partnerzy-praktyk-wnmk/>
2. Student submits completed forms to the Dean's Office in order to get the signatures of registrars authorized to issue the referral to summer clerkship. NOTE: information for the contact person indicated at the hospital/medical center (first and last name, phone number, name of department) must be specified in the referral form in case if it is necessary to verify the course of summer clerkship.
3. Student submits 2 copies of signed referral to the hospital/medical center where summer clerkship will be attended.
4. Once both referral forms are certified by the hospital/medical center, student forwards one copy for hospital/medical center records and submits another copy to the Dean's Office along with 1 copy of liability insurance and accident insurance (NNW).
5. Once summer clerkship is finished student prints out Summer Professional Clerkship Certificate downloaded from the website <https://smk.sum.edu.pl/forms-applications/> and submits the completed signed and stamped certificate to the Dean's Office. NOTE: scan copy of the certificate shall be submitted immediately once summer clerkship is completed, and original copy shall be submitted by October 6, 2025.
6. Student's completion of medical procedures specified in summer clerkship curriculum for particular year of study shall also be certified by the hospital/medical center authority in the Book of Practical Skills which must be submitted by the student to the Dean's Office along with the original copy of Summer Clerkship Certificate.

In case of hospital/medical center indicated by individual student:

1. Upon making detail arrangements with preferred hospital/medical center authority, student submits an application form to the Dean's Office in order to obtain Dean's approval for attending summer clerkship at that hospital/medical center. Application form

should be downloaded by student from the website https://smk.sum.edu.pl/wp-content/uploads/2024/12/Application-Form_summer-clerkship_2024.pdf

2. Once the application form is approved by the Dean, student prints out 3 copies of the Agreement on conducting student placement downloaded from the website https://smk.sum.edu.pl/wp-content/uploads/2022/10/Summer-Clerkship_Agreement.pdf.
3. Student completes the data in the Agreement and forwards 3 copies to the hospital/medical center where summer clerkship will be attended. NOTE: information for the contact person indicated at the hospital/medical center (first and last name, phone number, name of department) must be specified in the Agreement in case if it is necessary to verify the course of summer clerkship.
4. Once 3 copies of the Agreement are signed by the hospital/medical center authority, student submits them to the Dean's Office for the Dean's signature.
5. Upon signed by the Dean, 1 copy of the Agreement is kept at the Dean's Office for student records, and 2 copies of the Agreement along with the referral to summer clerkship issued by Dean's Office Registrar are handed to student.
6. One copy of the Agreement is kept by student, and another copy of the Agreement along with the referral and copy of liability insurance and accident insurance (NNW) should be forwarded by student to the hospital/medical center where summer clerkship will be attended. NOTE: in case of attending summer clerkship at foreign hospital/medical center student is required to follow the insurance regulations being in force in that country and indicated by foreign hospital/medical center. Student is required to provide the Dean's Office with copies of these documents prior to starting date of the summer clerkship.
7. In case of attending summer clerkship at foreign hospital/medical center, the scan copy of the Agreement made between the University and foreign hospital/medical center is acceptable, provided that original copy of the Agreement is submitted by student to the Dean's Office along with Summer Clerkship Certificate.
 - Once summer clerkship is finished student prints out Summer Professional Clerkship Certificate downloaded from the website <https://smk.sum.edu.pl/forms-applications/> and submits the completed signed and stamped certificate to the Dean's Office. NOTE: scan copy of the certificate shall be submitted immediately once summer clerkship is completed, and original copy shall be submitted by October 6, 2025.
 - Student's completion of medical procedures specified in summer clerkship curriculum for particular year of study shall also be certified by the hospital/medical center authority in the Book of Practical Skills which must be submitted by the student to the Dean's Office along with the original copy of Summer Clerkship Certificate.