

Summer Practical Training Guide

Dear Students,

we provide you with basic information on Summer Practical Training (SPT).

1. Students must do SPT after the 1st, 2nd, 3rd, 4th and 5th years of study. Detailed coverage of the SPT can be found in the SPT booklet (this booklet is given to students in their first year at the Dean's Office).
 - SPT after the 1st year – training in nursing care in the hospital Ward (4 weeks, 120 h)
 - SPT after the 2nd year – medical training in Family Medicine at an Outpatient Clinic (3 weeks, 90 h) and in Emergency First Aid at an Admission Room/Emergency Outpatient Clinic/Emergency Ward (1 week, 30 h)
 - SPT after 3rd year – medical training in the Ward of Internal Medicine (4 weeks, 120 h)
 - SPT after 4th year – medical training in the ward of Pediatrics (2 weeks, 60 h) and in Intensive Care Ward (2 weeks, 60 h),
 - SPT after 5th year – medical training in General Surgery Ward (2 weeks, 60 h) and in OB./GYN Ward (2 weeks, 60 h).

2. SPT can be done only **after the end of classes** for a given year of study - during the summer months. SPT **credit** must be obtained **no later than September 15** of a given year. If a student would like to do SPT at a different time, then he/she must submit an official request to the Dean's Office (via e-mail). This request should be received by the Dean's Office at least **14 days** before the SPT is scheduled to begin.

3. The following information must be included in the request:
 1. **Justification why early completion is required.**
 2. **Exact dates of the training** – please indicate the precise dates when you would like to complete the SPT and specify the discipline.
Please remember that **SPT cannot take place on weekends, or on days when you have scheduled classes.**
 3. **The number of hours of training.**
 4. **Hospital and department** – please indicate the **hospital and the specific department** where you would like to complete your SPT.
 5. **Supervising doctors** – please provide **the names of the doctors who will serve as your supervisors. An SPT supervisor may oversee a maximum of three students at any one time.**

4. The booklet is the official document that confirms the completion of the SPT - if a student loses or destroys the booklet, he/she must immediately report it to the Dean's Office.

- The SPT coordinators are:
 - Marcin Hołysz, M.Sc., PhD (e-mail: mholysz@ump.edu.pl) - SPT after the 1st and 2nd year of study.
 - Prof. Nadia Sawicka-Gutaj, MD, PhD (e-mail: nsawicka@ump.edu.pl) - SPT after the 3rd and 4th year of study.
 - Dr. Aleksandra Derwich-Rudowicz, MD (e-mail: aderwich@ump.edu.pl) - SPT after 5th year of study.

- 5. After completing the SPT, the student must **immediately send a scan** of the booklet page with proof of completion of the SPT to the Dean's Office. **Remember that all required information, signatures and stamps must be filled in - please write the names of hospitals/clinics in capital letters.**
 - SPT after 1st and 2nd year – Ms. Małgorzata Margraf, email: mmargraf@ump.edu.pl
 - SPT after 3rd and 4th year – Ms. Anna Czerwińska, e-mail: aczerwinska@ump.edu.pl
 - SPT after 5th year – Mr. Bartosz Dreger, e-mail: bdreger@ump.edu.pl

- 6. Starting in July, the Dean's Office will send once a week (on Fridays) all the scans it receives that week to the coordinators. The coordinators will then enter the credits into the WISUS system.

- 7. The student must provide a completed SPT booklet each year immediately upon returning to Poland.

- 8. From the 2025/2026 academic year, students will register for summer practical training using the university's online system. They must also upload their SPT request form there at the same time. Instructions on how to use the system will be provided in a separate document.